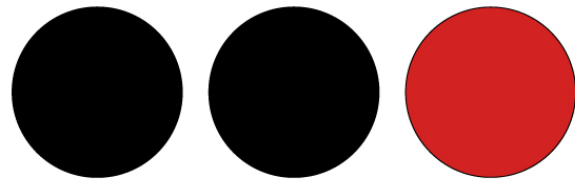




**BATTERED WOMEN'S  
SUPPORT SERVICES**



**Safety Changes Everything**

**Job Title:** Manager of Finance and Administration

**Reports to:** Executive Director

**Working Conditions:** The position is full-time (40 hours/week), with a competitive annual salary based on experience ranging from \$74,880– \$114,400 per annum.

Work is accomplished in person at an unpublished location in Vancouver, BC. And an opportunity for a flexible hybrid work arrangement.

### **Organizational Overview**

Established in 1979, BWSS – Battered Women's Support Services takes action to end gender-based violence and violence against women through community-based interventions, support services, legal and systemic advocacy, education and training, violence prevention and research and policy.

### **Job Highlight**

Reporting to the Executive Director and a member of the leadership team, the Manager of Finance will advance the strategic direction of Battered Women's Support Services (BWSS) through financial leadership.

### **Job Summary**

As the Manager of Finance, you will ensure that BWSS can deliver its mission through efficient and effective financial and administrative management of all programs and services delivered by the organization and social enterprises.

### **You'll Be Responsible For**

#### **Financial**

- Directing all aspects of financial operations, accounting, forecasting, budgeting, managing key performance indicators and reporting activities for BWSS and social enterprises.
- Overseeing the preparation and maintenance of timely and accurate monthly/quarterly/year-end financial statements against forecast per generally accepted accounting principles.
- Overseeing annual audits of association expenditures, assets, and liabilities, ensuring the recorded figures are verifiable and accurate.
- Monitoring and managing investments within board-approved policies.

- Overseeing reconciliations, reporting, and remittances for statutory compliance, government reporting, funder reports, and grant claims.
- Ensuring appropriate financial systems and controls are implemented, functioning as expected and maintained throughout the organization.
- Providing critical financial support information and make actionable strategy and operations recommendations.
- Preparing payroll, ensuring appropriate calculations for taxable benefits and tax remittances, administering employee benefits program, and preparing year-end tax slips and summary.

### **Governance and Risk**

- Producing financial reporting for Executive Director.
- Preparing and present reports for review by the Executive Director, Boards of Directors and relevant committees.
- Responsible for the timely and accurate completion of the annual audit process.
- Providing strategic guidance on investment and financing options to support association growth needs.
- Monitoring compliance and investment and financing strategies.
- Compiling statutory reporting and ensure compliance with tax filings and all relevant contract and regulatory reporting.

### **Payroll**

- Managing the payroll function, ensuring payroll is prepared and distributed accurately and on time.
- Ensuring that all remittances to the government are paid correctly and promptly.
- Preparing adjusting payroll journal entries for allocations to appropriate programs.
- Preparing spreadsheets/reports for payroll analysis and provides information regarding salary decisions for Executive Director.
- Tracking vacation, sick leave, and other leave for staff.
- Helping staff regarding payroll-related enquiries.
- Managing all payroll year-end reporting requirements for T-4s and government remittances.
- Managing the employee insurance and benefits plans.

### **Operations**

- Supporting human resources in collaboration with assigned team members.
- Supporting the purchasing/procurement of supplies and equipment.
- Managing lease and insurance renewals, co-ordinates all related correspondence/documentation and address leasing and insurance issues.
- Providing management and control of financial and administrative records.
- Overseeing facility management.
- Tracking and maintaining all organizational contracts. I.e., vendors, suppliers, Municipal contracts, etc.

### **Supervision of Staff**

- Play an active role in recruiting and hiring finance staff when funding allows.
- Manage the coordination of finance assignments.
- Evaluate the performance of finance staff and conduct probationary and annual reviews.
- Work closely with the Leadership team on policies and procedures.

## Education and Experience

- Chartered Professional Accountant designation or equivalent.
- Ten years of accounting experience with a minimum of 5 years at the management level.
- Demonstrated experience in exercising independent judgment to evaluate issues and provide fully supported recommendations.
- Demonstrated ability to proactively identify operational challenges and implement action plans to meet organizational goals.
- Highly effective written and verbal communicator, comfortable with presentations to the Board of Directors and other audience levels.
- Must have excellent organizational skills, be a self-starter, be able to work under pressure and meet deadlines, be highly detail-oriented, thorough, and precise, and work independently and manage/prioritize multiple projects simultaneously.
- Highly motivated to work collaboratively with team members on various projects and in different capacities with a can-do attitude to get things done and done well.
- Proficient in accounting software, SAGE 500, MS Office, including advanced skills in Excel.
- Ability to function independently and under pressure and to manage multiple projects simultaneously.
- Ability to make sound decisions on matters related to the work.
- Ability to perform administrative functions with limited administrative support.
- Experience in the non-profit sector.

## We Offer

- Four weeks paid vacation to start that grows the longer you are with BWSS
- An excellent employee benefits package
- A generous pension plan
- Support for training and development
- Paid statutory holidays
- Generous leave provisions (sick time, special leaves)
- The Manager of Finance and Administration works in a hybrid of at the BWSS offices and offsite and usually works a five-day work week, flexible hours typically 9 am to 5 pm, but some evenings and additional days may be required during significant campaigns and annual audit.

Preferential and limited hiring assist BWSS in achieving diverse and equitable representation in the workplace and to recruit employees whose identities enrich the ways in which we accomplish our mission and serve the community; as a result, preference will be given to Indigenous women, Black women, racialized women, women who are disabled, femmes, transfeminine, and women from other equity-seeking groups.

Please send a cover letter and resume in (PDF format only) detailing how you meet or exceed these qualifications to Battered Women's Support Services [endingviolence@bwss.org](mailto:endingviolence@bwss.org). Please add Manager of Finance and Administration in the subject line.

**This posting will remain open until filled.**

**No phone calls or messages through social media, including LinkedIn, please.**