



Position Title: Manager of Finance

Department: Finance

Reports to: Director of Finance

How to apply: Please send your Cover letter and Resume to Resumes@pacificahousing.ca

Organizational Focus:

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

The Manager of Finance contributes to achieving Pacifica's vision and mission by managing the financial services for the organization.

Position's Primary Objectives:

The Manager of Finance reporting to the Director of Finance is accountable for the successful and efficient operation of the finance area, including:

- providing leadership to the accounting staff in the delivery of financial operations
- ensuring effective internal controls
- performing supervisory, financial and accounting functions as well as administrative duties
- contributing as a member of the organization's management team to achieve and advance the organization's vision, strategic goals and operational objectives

Key Responsibilities:

1. As a member of the organization's management team, the position is accountable for:
 - participating in strategic planning and decision-making related to policy development, staffing and human resource management, budget processes/issues and fund development/management
 - meeting regularly and collaborating with management colleagues to create solutions that advance the successful, efficient and effective delivery of programs
 - raising issues for senior management's attention that may have a broad implication such as community/stakeholder relations and operational issues
 - providing recommendations regarding performance measurement and operational indicators, program changes, funding strategies and other issues that advance the organization's vision and goals
2. Leads a dedicated team by providing clear and consistent direction and promoting the team's success through orientation, mentoring and guidance, and performance management:
 - supervises and evaluates Finance staff and assists the Director of Finance in recruitment of new Finance staff
 - works closely with Support Services and Property Services regarding all financial areas i.e. payroll and benefits, financial reporting

3. Manages the successful daily operations of the financial area:
 - oversees daily operations, plans, organizes, assigns and reviews the work of finance staff to ensure accuracy and timeliness in all areas
 - oversees the payroll and employee benefit process, ensuring accuracy and timeliness
 - oversees revenue and cash collection and tracking, bank returns, journal entries and accounts receivable
 - oversees payment of vendors, contractors and expense claims
 - responsible for the accuracy and timeliness of bank and account reconciliations and trial balance
 - assists with budget preparation, reporting and year-end audit preparation
4. Attends various departmental meetings as the representative for the Finance area.

Education and Experience:

- CPA designation preferred
- Minimum 2 years experience in a similar roll
- Experience of Yardi Voyager Property Management software is an asset

Note: An equivalent combination of education and experience may be considered.

Knowledge, Skills and Abilities:

- Proficient in computerized accounting systems and the principles and practices of accounting
- Positive attitude, flexible, decisive and comfortable with constantly changing priorities
- Demonstrated ability to work independently, under pressure, set priorities and meet deadlines
- Strong leadership ability and demonstrated capability to supervise staff effectively and to establish and maintain effective working relations and to work effectively and efficiently within a multi-disciplinary team environment

Additional Criteria for Role:

- Completion of a Criminal Record Check through the Ministry of Justice is required

Behavioural Competencies Assigned to the Role:

Core Competencies

Caring: Advanced

Creative: Advanced

Responsible: Advanced

Role Specific Competencies

Decision Making: Intermediate

Result Orientation: Advanced

Initiative: Intermediate