



Victoria Native Friendship Centre  
Internal/External Employment Opportunity – .8 to 1 FTE  
**Director of Financial Operations**



The Director of Financial Operations will coordinate and oversee all accounting processes for VNFC to ensure they are carried out efficiently, effectively, within established timelines and in accordance with Canadian accounting standards for not-for-profit organizations. The Director of Financial Operations will work closely and in collaboration with the Executive Director, VNFC Board Finance Committee, Assistant Executive Director and other Program Leads to ensure that the highest level of service is provided. The Director of Financial Operations will carry out a variety of supervisory duties and work as part of the Management Team reporting directly to the Board of Directors. The Director of Financial Services will assist in the efficient financial operations of the VNFC and ensure quality of standards are maintained according to accounting practices. For more information about the Victoria Native Friendship Centre please see our website at [www.vnfc.ca](http://www.vnfc.ca).

**DUTIES:** (include the following and not limited to)

- Manage all accounting operations including the review of journal entries, payroll, accounts payable, accounts receivable and statutory reports
- In collaboration with the Executive Director & VNFC Board of Directors, responsible for the formulation of accounting policies, procedures and controls
- Implement and monitor internal controls in accordance with established legal regulations and agency policies and procedures with respect to financial policies, processes and procedures
- Prepare and present financial information, budgets and forecasting for monthly, quarterly and annual reports
- Prepare, analyze and present monthly, quarterly and annual operating reports for each department/program
- Prepares the information for the annual audited financial statements and coordinates the year-end audit
- Coordinates with external auditors, Finance and Audit committee, Board of Directors and Government audits
- Manage debt service and reporting requirements with banking partner
- Provide advice and guidance on all accounting matters including financial systems, record keeping, analysis and reporting
- Support new systems or project selections and implementation of the same.
- Ensures rapid and consistent collection of receivables by refining and implementing control mechanisms
- Assigns and authorizes cheques, purchase orders and invoices
- Hires, trains, mentors and supervises all Finance Team staff
- Provide strategic analysis required to drive and improve decision making
- Manage research and development programs for CRA and accounting requirements
- Promotes and maintains positive corporate relations with the financial community
- Coordinates in collaboration with the Executive Director annual insurance review, renewal, and recommendations.
- Assist with the development of VNFC resources as the business continues to grow, to increase efficiencies wherever possible.
- Addressing complaints and resolving problems where appropriate
- Contributes to a positive work environment and does not engage in lateral violence or other destructive behaviours.
- Works from a strong Indigenous cultural foundation or Indigenous world view

**KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

- Masters degree in a related field and/or an equivalent combination of education and experience.
- Professional designation (CPA or equivalent)
- Expertise processing all aspects of payroll in a union environment
- Expertise creating financial statements for review by the Executive Director and Board Finance Committee
- Financial reporting to Federal, Provincial and Foundation grants
- Prior staff supervisory and management experience required.
- Excellent oral and written English skills.
- Demonstrated teamwork and leadership skills.
- Tact, sound judgment, good skills in handling complex interviews.
- Excellent time and general management skills.
- Experience with SAGE, MS Office, Outlook and SharePoint.
- Must provide Vulnerable Sector Criminal Record Check (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>)

**HOURS:** Monday to Friday (28 - 35 hours/week)

**SALARY:** Commensurate with experience; including shared cost of extended benefits plan

**COMMENCES:** June 2019

In your application, please include all items: a one-page cover letter, your curriculum vitae and your salary/wage expectation. Please send attention to:

**VNFC Hiring Committee**

(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)

**No phone calls please, only those selected for interviews will be contacted.**

**Applications missing information will not be reviewed.**

**Closing Date: June 10, 2019**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Victoria Native Friendship Centre  
231 Regina Ave. Victoria, BC V8Z 1J6  
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586