



Boys & Girls Club
of Greater Victoria

Director of Finance
Boys and Girls Club of Greater Victoria

Location: 1195 Esquimalt Rd

Duration: Full Time, Permanent (35 hours per week)

Salary Range: \$68,000 - \$74,000 + Benefits & Vacation Package (See pg. 3)

Report to: Executive Director

Boys & Girls Clubs of Canada is one of largest youth serving agencies in Canada and is part of a global movement dedicated to helping children and youth grow, develop and contribute to their home communities. Boys and Girls Club is one of the leading providers of quality after-school and out-of-school programs for children and youth in 94 clubs in 1250 communities across the country. Boys and Girls Club Services of Greater Victoria (BGCVIC) has been serving the diverse needs of children, youth and families in Victoria for over 57 years. We are growing and changing; today we offer a wide continuum of programs in support of our community.

The Mission of the Boys and Girls Club is to provide a safe, supportive place where children, youth and families can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life. Operating out of beautiful Victoria BC, Boys and Girls Club recognizes and respects the Lkwungen, WSÁNEĆ, T'sou-ke, MÁlexeł and Scia'new people, whose traditional territories we live and work upon each day.

The Director of Finance provides stewardship, oversight and management of Boys & Girls Club of Greater Victoria and Boys & Girls Clubs of Greater Victoria Foundation (together "the Agencies") financial operations. The Director of Finance will ensure the fulfillment of contractual deliverables, including reporting requirements, and monitoring contract compliance with Agency funders and statutory bodies. This position is responsible for managing all financial operations of the Agencies and for providing accurate information to the Executive Director, Board of Directors, stakeholders and funders. The Director of Finance will be responsible for the effective and efficient oversight of financial resources and physical assets of the Accounting department.

Responsibilities:

- Oversees the accounting operations including the review of bank reconciliations, journal entries, payroll, accounts payable, accounts receivable and statutory reporting
- Oversees and monitors internal controls to ensure that accounting activities are in accordance with established legal, regulatory and organizational policies and procedures
- Oversees all budgeting, financial reporting and cash flow monitoring
- Prepares a monthly summary report of revenues and expenses, comparing actuals to budget with analysis of major variances; makes recommendations as needed regarding expense control
- Assists with strategic and business planning
- Manages the budget process and prepares the annual consolidated budget for the Agencies
- Ensures all statutory reporting and remittances occur on an accurate and timely basis
- Participates in the negotiation of major service contracts, funding agreements, property and liability insurance policies, leases and similar Agency wide agreements
- Prepares and/or contributes to the preparation of complex funding proposal budgets and grant application budgets to corporations, foundations, all levels of government, external associations and community partners
- Ensures sound business and financial planning, management and control and consistency with generally accepted accounting principles (GAAP)

- Coordinates preparation of financial information for the annual audits of the Agencies, including year-end account analysis, preparation of adjusting entries, preparation of detailed working papers, and preparation of year-end financial statements
- Liaison with Board of Directors for quarterly Finance Committee meetings for both Agencies – prepares agenda, distributes financial reports in advance of meeting and records minutes of meeting. Financial reports include statements of financial position, operating statements and other reports as needed
- Board liaison for semiannual Investment Committee meetings – prepares agenda, distributes investment reports and analysis in advance of meeting and records minutes
- Troubleshoots and manages financial and operational risk to the Agency ensuring stability of systems and process within the finance department and overall operations of the Agencies

Requirements:

- Chartered Professional Accountant designation
- Minimum 5 years in financial management and accounting
- Experience in the non-profit sector is considered an asset
- Sound knowledge of accounting principles, practices and applications
- Knowledge of the relevant legislation, including but not limited to the Employment Standards Act and Human Resource Legislation
- Demonstrated ability to lead and direct the Finance Department of a multi-funded Agency
- Experience in new process implementation and change management an asset
- Minimum 5 years of experience in a formal leadership capacity

Application Process:

Submit Resume and Cover Letter by email listed only, please. Clearly state the position you are applying for in your Cover Letter and the subject line of your application email. We are truly grateful to all who take the time to look into our Agency and apply to work with us, however given the high number of applicants we often receive, only short-listed candidates will be contacted.

Email: employment@bgcvic.org

Website: www.bgcvic.org



Boys and Girls Club Group Benefits Summary:

BC Medical Services Plan (MSP)	The Agency will pay 100% of the staff's monthly premium, inclusive of the staff's eligible dependants.
Great West Life Extended Insurance	The Agency's plan includes dental, prescription drugs; optical, and life insurance coverage (please refer to the benefit carrier's booklet for details). The Agency will pay 100% of the staff's monthly premium, inclusive of the staff's eligible dependants.
Critical Illness	The Agency's plan includes coverage in the event an insured employee is diagnosed with a "Covered Condition" subject to the terms of the Insurance Providers Exclusions and Limitations. The Agency will pay 100% of the staff's monthly premium. This benefit is taxable.
Great West Life Long Term Disability Insurance	The Agency will pay 100% of the staff's premium, and in general the insurance allows for 2/3 salary coverage if the staff is off work for health reasons for more than 120 days. This benefit is not taxable, but payments under this plan are. Please refer to the benefit carrier's booklet for details.
Group RRSP - Sunlife	Contribution matching through Sunlife Group RRSP
Personal Day	Once you have successfully completed your probation period, you are thereafter entitled to one Personal Day per year which is a paid day off on or during the week of your birthday. If your birthday falls within the probationary period, you will not be eligible for the Personal Day until the following year.
Active Living Subsidy	In recognition of the importance of a healthy workforce the Agency will provide \$100/year active living subsidy toward fitness-related activities or programs. Once you have completed your 3 month probation the Active Living Subsidy will be available to you.
Professional Development	The Agency will contribute up to \$500 annually for PD initiatives.