

JOB DESCRIPTION

Position Title: Manager, Finance
Reporting To: President and CEO
Direct reports: None

About the BC Chamber of Commerce

With a rich history that spans over 70 years, the BC Chamber of Commerce (the Association) is the province's largest business organization that represents 100 Chambers of Commerce and Boards of Trade and 36,000 businesses of every size and from every sector and region of the province.

Positioned at the heart of business and with an extensive network of partners and stakeholders, the Association, through its member engagement activities, is uniquely positioned to "Know What's on BC's Mind" and to translate what it learns into smart policy and finely tuned advocacy aimed at creating an economic environment where businesses thrive.

The Association's needs

The Association is looking for an experienced individual with a proven track record as a detailed-oriented bookkeeper and finance manager to fill the position of Manager, Finance. The position is offered on a contract basis starting February 2025.

Primary responsibilities

Your primary responsibility is to manage all aspects of the Association's financial operations, including but not limited to:

1. Annual budgeting and forecasting
 - a. Develop an annual budget such that actual monthly results can be reported against their monthly budgeted equivalent.
2. Bookkeeping
 - a. Complete regular processing of all transactions using accrual accounting and ensuring compliance with accounting standards.
 - b. Process bi-weekly payroll and prepare annual T4s.
 - c. Prepare and submit quarterly GST submissions.
3. Cashflow management and forecasting
 - a. Forecast and manage cashflow, to ensure the association maintains a healthy and sustainable financial position.
4. Project accounting and reporting
 - a. Process all transactions associated with publicly and privately funded projects and, working with the President and CEO, prepare the projects' financial reports to funders.

5. Financial accounting and reporting
 - a. Develop monthly financial statements where actual results are reported against their monthly budgeted equivalent (and supported by variance analysis as needed).
 - b. Prepare all documentation for the annual audit and liaise with the auditors on an as-needed basis.

About you

You are a detail-oriented individual with a proven track-record in booking-keeping and financial management.

You are ambitious, entrepreneurial, and thrive in an action-oriented professional environment applying your skills to a broad range of financial activities. You take immense pride in your work and attach a high premium to the need for accuracy, and the importance of reconciliation and variance analysis.

You are a self-starter, capable of working independently and as part of a small team and bring exceptional interpersonal and presentation skills that enable you to manage your audiences effectively.

Qualifications and experience

- Bachelor's degree in finance and/or accounting, or related field.
- Minimum of 5 years of experience in a similar role.
- Proven experience in accrual accounting.
- Proven track-record in:
 - Budget and cashflow development and management
 - Daily bookkeeping
 - Project accounting and reporting
 - Financial accounting and reporting
- Experience in annual audit preparation and liaison with auditors.

General

- Work is to be delivered on a contract basis.
- Work is to be performed in a professional office environment.

Compensation

- \$55-\$65/hour - 25-30 hours/month.

