



SIERRA CLUB OF BC FOUNDATION FINANCE MANAGER

Reporting to the Executive Director and working closely with internal department heads and the Treasurer, the Finance Manager will be responsible for providing professional financial oversight and advice to the organization including:

- management, implementation, oversight and review of financial processes and reporting with a keen eye to efficiencies, improvements and accuracy
- preparation of organizational budgets
- participation in senior staff meetings, finance committee meetings, board meetings and other meetings as may be required
- assistance and support to the Development department in developing fundraising targets, and tracking and reporting on performance against targets
- assistance to the Campaign, Education and Communications departments in preparing budget templates and developing complex budgets for grant applications, as well as reporting spending and results to granting agencies
- preparation of internal financial reports for review by the Executive Director and Finance Committee, as well as regular internal reporting to department heads
- advising and supporting the Executive Director with organizational decision making including human resources, Board strategic plans, internal planning and the financial implications of proposed and existing initiatives
- preparation of annual financial statements and liaison with external auditors
- supervision and direction of all bookkeeping processes,
- supervision and direction of all IT related to financial processes and systems,
- participation in senior staff meetings, finance committee meetings, board meetings and other meetings as may be required

QUALIFICATIONS:

Required:

- professional accounting designation (CPA),
- minimum five years post-designation experience,
- demonstrated not-for-profit industry experience,
- suitable SAGE 50 Accounting and Microsoft Excel skills,
- excellent written and verbal communication skills

Preferred:

- XLGL
- Sales Force CRM

PERSONAL QUALITIES:

The Finance Manager plays a key role in the senior management of the organization and works closely with staff from all departments. The ideal candidate will possess a strong blend of hard financial and strategic planning skills and soft people skills. A willingness to listen, adapt and engage constructively with a variety of internal and external stakeholders is key to success in this position.

REMUNERATION:

The Sierra Club of BC Foundation is looking for the right candidate to fulfil this important contract position. It is estimated that the position will be 4 days per week. By mutual agreement, an employment arrangement could be negotiated and/or this position could transition to an employment arrangement at a later date. The remuneration under either scenario will be commensurate with experience and the ability to fulfil the requirements of the position.

CONTACT:

Please send your resume and cover letter, outlining your experience and qualifications, by March 31 to Lynn Bakken at: lynn@sierraclub.bc.ca.