



## Director of Finance and Information Technology

### Role Overview

The Director of Finance & Information Technology is a key member of the leadership team responsible for overseeing the financial health and sustainability of the organization. This position ensures the integrity of financial operations, aligns fiscal management with the organization's mission and goals, and provides strategic financial insight to support decision-making. The Director of Finance will manage a \$7 million annual budget, supervise and mentor finance staff, and ensure compliance with non-profit accounting standards, policies, and regulations. Furthermore, as a member of the leadership team, this individual will play a pivotal role in helping define strategic direction for the future.

### What You Will Do

#### Financial/IT Management & Reporting

- Develop and oversee annual budget process, ensuring alignment with organizational goals
- Prepare and present monthly and annual financial statements for leadership, the Board of Directors and funding partners
- Oversee all banking and act as lead liaison
- Monitor cash flow and forecasting, ensuring the organization meets operational and programmatic needs
- Lead the preparation of the annual audit and tax return
- Optimize financial processes and systems, leveraging your IT and technology expertise

#### Compliance & Risk Management

- Ensure compliance with CRA, non-profit accounting standards, and all applicable federal, provincial, and local regulations
- Oversee insurance and risk management
- Oversee grant compliance, including tracking restricted and unrestricted funds
- Maintain internal controls to safeguard the organization's assets and mitigate financial risks

#### Strategic Financial Leadership

- Provide financial analysis and strategic insight to inform organizational decision-making and long-term planning
- Partner with CEO and leadership on financial strategy, sustainability, program investment
- Serve as a financial advisor to the Board of Directors, including presenting financial updates and trends

#### Team Leadership & Collaboration

- Supervise and mentor finance staff, fostering professional growth and ensuring accurate, timely financial operations



## **Director of Finance and Information Technology**

- Collaborate with program managers to ensure financial understanding and support their budgeting and reporting needs
- Support teams with financial data for grants, donor reports, and funding proposals

### Other Duties

- Manage relationships with banks, investment organizations, and other financial partners
- Stay informed about non-profit financial trends and best practices

### **What You Will Bring to the Job**

#### Education & Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (Master's degree or CPA preferred)
- Minimum 7–10 years of progressive financial management experience, including at least 3 years in a non-profit setting
- Experience managing budgets of similar size (\$7 million or more), including restricted and unrestricted funding

#### Skills & Competencies

- Expertise in non-profit accounting principles and financial reporting
- Proficiency in accounting software and Microsoft Excel
- Strong analytical, problem-solving, and organizational skills
- Demonstrated leadership and team management experience
- Excellent written and verbal communication skills, including the ability to present complex financial data to non-financial stakeholders

#### Personal Attributes

- High integrity, ethical standards, and a commitment to the organization's mission
- Collaborative and solutions-oriented mindset
- Ability to prioritize, meet deadlines, and work effectively in a fast-paced environment

### **What You Will Receive**

- Competitive salary in the non-profit marketplace
- The salary range for this role is \$110,000-\$130,000 for a full-time position; 35 hours per week
- JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching and hybrid remote work environment
- An opportunity to hone your skills and gain valuable social service experience
- A chance to contribute in a meaningful way to making a difference in the lives of our clients and community



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### What We Do

Lives uplifted, a world repaired. In pursuit of our mission to support the social, physical and emotional wellness of all people, JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives.

Values: We welcome everyone • We honour the individual journey • We are courageous and creative • We take pride in our work • We care deeply about people • We treat everyone with dignity and respect•

JFS is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all. Come and join our team.

### Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

### Next Steps

- Submit your cover letter and resume to [jobs@jfsvancouver.ca](mailto:jobs@jfsvancouver.ca) with “Director of Finance and Information Technology” in the subject. Please note only applications with a cover letter and resume will be considered
- We hope to have someone in place by April 2025

If you have questions, please reach out to Rachel Shanken, Director of Operations – [rshanken@jfsvancouver.ca](mailto:rshanken@jfsvancouver.ca).