



HARMONY HOUSE – Ts'oodun Be 'Unt'oh Yoh

Employment Opportunity: **FINANCE MANAGER**

HARMONY HOUSE located in Prince George, British Columbia, provides safe supportive housing for women who are struggling with mental health and/or problematic substance use, are pregnant or new mothers in danger of losing their child to the care of Ministry of Children and Families Development (MCFD).

Harmony House is a subsidiary of Phoenix Transition Society, a not-for-profit organization. Harmony House is growing to better serve the increasing needs of its community. With this growth, we are looking for an experienced, self-motivated **Finance Manager** with a strong financial background, and the ability to work independently and within a team. This position reports to the Director of Operations of Harmony House, and the Executive Director and Board of Directors of Phoenix Transition Society.

FINANCE MANAGER

The Finance Manager participates in the development of annual budgets, manages and monitors the budgets and financial management systems, tracks legal and contractual responsibilities, maintains financial integrity, and provides accurate and timely financial information and advice to the Directors of Harmony House and Phoenix Transition Society, financial institutions, and Revenue Canada. The Finance Manager performs managerial functions in the Director of Operations absence.

Key Role Responsibilities:

- Participates in the development of annual budgets and makes recommendations.
- Performs full cycle accounting – accounts' receivable/payable, expenses, reconciliations, journal entries, reconciling accounts, capital expenditures, asset management, and maintaining general ledgers.
- Processes payroll and administers payroll responsibilities – reconciling payroll balances, tracking overtime, vacation pay, supporting the completion of staff tax forms, HR forms, and benefits packages.
- Participates and collaborates with supporting grant organizations and applications.
- Completes and submits tax remittance forms, workers' compensation forms, pension contribution forms, and other government documents.
- Monitors and analyzes financial statements to review cash flow, expenditures, contract management, identify budget variances, and recommends solutions and/or changes.
- Prepares and presents analytical, financial and accounting reports and statements, including reporting requirements for auditors and Revenue Canada.
- Assesses financial management to ensure appropriate systems are used to track and manage legal and contractual responsibilities.
- Develops and implements policies, procedures, and systems to ensure financial integrity, management, and compliance of finances and budgets.
- Creates staff schedules, timesheet tracking, and other spreadsheets.
- Prepares Records of Employment and complies with WCB employer claim forms.
- Ensures insurance policies are up to date.
- Fosters positive working relationships with government officials, funders, donors, staff, residents, and community partners.
- Maintains paper and electronic files, documents, and records.
- Performs managerial functions in the Director of Operations absence.
- Acts as an emergency contact for Harmony House.

Qualifications include:

- Accounting Degree or Diploma.
- Minimum 3 years' Canadian experience in finance or accounting role.
- Minimum 3 years' experience in full cycle accounting, financial management, and payroll administration.
- Experience using Simply Accounting system.



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- Experience developing and presenting financial analysis and accounting reports and documents.
- Understanding of the internal operations of a not-for-profit agency.
- Ability to provide leadership and guidance regarding the financial management of Harmony House.
- Ability to respond, manage, and function effectively in high crisis/trauma situations.
- Excellent communication skills and fluency in English – written, verbal, presentation.
- Self-starter with strong organizational skills and the ability to prioritize tasks and meet deadlines.
- Excellent problem-solving skills.
- Experience establishing and fostering positive working relationships with various stakeholders.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information and situations.
- Knowledge and understanding of indigenous cultures, traditions, and protocols.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) and Google Suite (Docs, Sheets, Slides).
- Ability to complete a Criminal Records review and have a clean criminal record.

This is a full-time position – 9am to 5pm, Monday to Friday. Wage is \$30.00 - \$36.00 per hour, depending on qualifications. Harmony House offers a comprehensive and competitive compensation and benefits package.

Qualified applicants can send their **resume and cover letter to: emtrichard@gmail.com with Finance Manager, in the subject line of the email. Closing date for all applications is 12midnight Pacific Time on Friday, April 26, 2024.**

Thank you in advance for your interest. We regret that we can only respond to candidates chosen for an interview.