



Are you an experienced **Finance Data Quality Manager** looking for your next big challenge? Then look no further, North Island Employment is accepting applications for this exciting full-time position in our Campbell River office!

Who we are...

Connecting people with work since 1986. With over 30 years in business, North Island Employment is a cornerstone in communities building extensive partnerships with businesses, other organizations, communities and individuals in Campbell River and across Vancouver Island North. These partnerships are integral to our ability to assist people to build self-sufficiency through active and sustainable participation in the labour market and assist employers to hire the right people, with the right skills at the right time contributing to a strong, resilient and healthy community.

As a leader in workforce development, North Island Employment has been nominated for Non-profit of the Year and Business of the Year and recognized with the Diversity Leadership award by the Campbell River Chamber of Commerce Business Awards of Distinction along with provincial recognition as Career Development Organization of the Year by the BC Career Development Association and Employment Organization of the Year by the Association of Service Providers for Employability and Career Training.

Our culture is one of personal and professional excellence, mutual respect, collaboration and commitment to people and community. In addition to competitive wages, extended health and dental, health and sick days, RSP matching, and 3 weeks' vacation to start are part of the total compensation package for eligible staff.

Why Campbell River...

Voted one of the Best Cities for Work in B.C. by BC Business magazine in 2018 and surrounded by majestic mountains and spectacular views of Discovery Passage, Campbell River offers a rare combination of a welcoming small town feel with large city amenities. From summer markets and events in Spirit Square to a very active arts and culture community to year-round world class recreational opportunities and truly affordable housing options, the Campbell River lifestyle is unparalleled.

The community is served by a brand new hospital, ferry terminal to the Discovery Islands, Campbell River Airport (YBL) with daily flights to Vancouver in 35 minutes, municipal broadband infrastructure, a School District with innovative programs, and North Island College that boasts over 70 programs in seven areas of study.

Check out all the great things Campbell River has to offer by visiting:

<http://www.campbellriver.ca/discover-campbell-river> or <https://www.campbellriver.travel/>

Who you are...

As an experienced Finance professional you pride yourself on the following attributes:

- You love the details and aren't afraid to ask questions;
- You live and breathe numbers and are super accurate;
- You are organized and have a canny ability to project, foresee and never miss a deadline;
- You get excited at the thought of running and analyzing complex reports and building pivot tables and spreadsheets;
- You love to learn new technologies, programs, and policies;
- You appreciate the ability to work with minimal direction and supervision and are highly skilled at anticipating the needs of the organization and senior management team without prompting;
- You genuinely enjoy working with a variety of people and personalities;
- You are a systems thinker who is always looking for better ways of doing things;
- Your sense of humor, excellent management skills and collaborative leadership style make people want to work with you.

The Role...

The **Finance Data Quality Manager** reports directly to the Executive Director and is responsible for managing the day to day financial activities of the organization including accounting and payroll, risk management and supervision of staff.

Financial Management

- Review and monitor financial supports and billing in the Integrated Case Management (ICM) system and the Contract and Financial Management System (CFMS) to ensure accuracy, accountability and quality assurance standards are being met as defined by the Ministry;
- Develop budget and cash flow for North Island Employment and all projects using historical data and/or forecasts of all anticipated expenses for the term of the agreement ;
- Consult with Executive Director on financial and operational policies;
- Liaise with funders' financial and Program Officers (CAPAs);
- Ensure compliance with Ministry guidelines for financial expenditures;
- Justify / provide rationale for financial decisions and expenditures as needed;
- Consult with Executive Director on deployment of physical and human resources;
- Ensure adequate property and liability insurance is in place annually;
- Negotiate with group insurance provider and administer staff benefit plan including RRSP's;
- Provide support to the organization with Employment Standards Act compliance;
- Liaise with banking and insurance officers;
- Liaise and collaborate with accounting firm and auditor in preparation of yearly statements;
- Consult with lawyer regarding leases, employment contracts, consent forms;
- Participate in negotiations for rental space and capital equipment, as well as overhead and supply purchases;
- Manage budgets for all North Island Employment activity including Board budget, projects and subcontracts;

- Manage accounts payable and accounts receivable;
- Manage petty cash funds;
- Manage credit card accounts;
- Manage all banking transactions and ensure bank is reconciled;
- Manage distribution of participant supports;
- Manage employee deductions, WorkSafe and other remittances as required.

Financial Administration

- Administer financial policies and procedures related to the requirements of the Employment Program of BC and maintain infrastructure that ensures the financial integrity of the organization;
- Prepare monthly and annual budget reports and variance reports for approval by the Board of Directors with input from the Executive Director;
- Consult with Executive Director on Board of Directors financial governance policies;
- Maintain computerized accounting records;
- Review time sheets for accuracy and prepare bi-monthly payroll;
- Prepare monthly invoice, forecasts and other financial reports for funders as required;
- Prepare GST rebate report on a semi-annual basis;
- Complete ROE's and Request for Payroll Information forms;
- Prepare monthly financial reports and variance reports for Board;
- Determine vacation and sick time entitlements for employment contracts and eligibility for group insurance;
- Participate in contract monitors by funders (Contract Management Committee mtgs);
- Provide input and research to support the development of new initiatives;
- Act as North Island Employment's lead contact for annual audit working closely with senior management team and Auditor to provide necessary information;
- Liaise with sub-contractors regarding monthly invoices;
- Prepare and administer T4 and T4E's;
- Additional duties as requested.

Quality Assurance and Information Management

- In conjunction with the Senior Management team develop and implement quality assurance procedures and systems related to the data quality requirements of the Employment Program of BC;
- Run and analyze active agenda audits and stats reports;
- Reconcile and troubleshoot integrated case management data (ICM) and contract financial management system (CFMS) data;
- Query and reconcile orders for financial supports and purchased services (FSPS) and variable service fees (VSF) in ICM;
- Track quality assurance related to revenue flow through;

Human Resources

- Supervise and provide direct support to the Senior Bookkeeper, Financial Supports Coordinators and Data team;
- Participate in policy research and development;
- Liaise with staff regarding policies and procedures;
- Actively participate in the recruitment and selection of the finance team.

Key Qualifications – Knowledge, Education and Experience

- Professional accounting designation and/or degree from a recognized post-secondary program;
 - 3-5 years of senior financial experience preferably in a non-profit organization;
 - Demonstrated experience and advanced working knowledge of Simply Accounting;
 - Demonstrated knowledge and application of Generally Accepted Accounting Principles;
 - Strong technological skills including advanced proficiency in Microsoft Excel;
 - Experience working with ICM/CFMS in the employment services industry would be considered a significant asset;
 - Ability to pass and maintain a Criminal Record Check – including vulnerable persons required;
 - Equivalent experience, skills and education/training may be considered.
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How to apply...

Please submit a resume and cover letter detailing how you meet the requirements of this position and why you want to join the award winning team at North Island Employment!

Completed applications must be received by North Island Employment by **Friday, July 20th at 4:00pm.**

Please address all applications to:

North Island Employment
Shannon Baikie, Regional Manager
920 Alder Street, Campbell River, BC V9W 2P8
Fax: 250.286.3447
Email: shannon.baikie@niefs.net