



**Vacancy posting – Competition #2019-01-14 FM**  
**This position is exempt from union membership**

<b>Position:</b>	Finance Manager
<b>Date posted:</b>	January 14, 2019
<b>Closing date:</b>	Ongoing posting until a suitable candidate is selected
<b>Start date:</b>	As soon as possible
<b>Hours of work:</b>	Full-time (35 hours per week)
<b>Rate of pay:</b>	ICA offers a competitive salary (benefits after successful completion of probation period)

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counseling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

**General purpose**

Provides support towards ensuring the financial health of ICA by developing and maintaining accurate financial policies, procedures and records. Functions as a member of ICA's management team and participates in agency-wide planning processes, including annual budgeting and budgeting for funding proposals. Reports to the Chief Executive Officer.

**Qualifications (education and experience)**

Formal accounting and/or bookkeeping training is essential. Some postsecondary work in accounting, an undergraduate degree in a related field, and/or accounting designation (e.g., Chartered Professional Accountant) and/or Canadian Payroll Association payroll certification (PCP or CPM) is preferred. Equivalent combination of education, training and experience may be considered. Proficiency in a major immigrant language and/or immigration experience is an asset.

Three to five years of previous work experience in a senior role involving bookkeeping and preparing financial statements, budgeting, payroll, buying and selling, accounts payable and accounts receivable. Work in a similar environment (social services, nonprofit organization) and experience working with persons from a wide variety of cultural and ethnic backgrounds preferred. Three to five years of work experience with accounting software (QuickBooks) is required. Experience working in a unionized environment is required.

**Job skills and abilities**

- Good knowledge of generally accepted accounting principles, governmental accounting standards and collective agreements.
- Ability to work independently and with limited direct supervision.
- Demonstrate excellent analytical skills in regard to financial data.

- Demonstrate program planning, development and management skills in regard to budgeting processes applicable to different funding programs.
- Handle restricted deadlines while maintaining a high standard of accuracy and attention to detail.
- As a member of ICA's management team, assume overall responsibility for the financial management of federal and provincial funding agreements.
- Good understanding of CRA's guidelines as they relate to a registered charity.
- Demonstrate strong written and verbal communication skills.
- Demonstrate a high level of computer proficiency and advanced understanding of data collection systems.
- Demonstrate leadership and support the development of leaders.
- Practice time and resource management techniques.
- Demonstrate effective team work in a diverse team setting.
- Practice effective interpersonal and intercultural communication techniques; Demonstrate conflict resolution techniques.
- Demonstrate knowledge of terms of employment, organizational policies and procedures.
- Demonstrate critical thinking and problem-solving techniques.
- Demonstrate networking and relationship building.
- Create and maintain professional boundaries.

#### **Additional information**

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Valid BC driver's license and access to a car would be a requirement.
- As a condition of hire, a current, clear criminal record check, including vulnerable populations check, and proof of WHMIS training is required.

#### **Closing date**

Please submit a **cover letter and current resume via email in .pdf format**, noting relevant qualifications, experience and salary expectations to the Inter-Cultural Association of Greater Victoria, 930 Balmoral Road, Victoria, BC, V8T 1A8, Attention: HR Manager, at [careers@icavictoria.org](mailto:careers@icavictoria.org). Ongoing posting until a suitable candidate is selected. **Please quote Competition #2019-01-14 FM in subject line.**

***Please note:*** *This position is exempt from union membership and open to applicants of all genders. Only short-listed applicants will be contacted.*