

Financial Manager

Status: Permanent part-time 0.85 fte/30 hours weekly (Salary 46,800- 53,040)
Location: Options Provincial Office, 3550 East Hastings Street, Vancouver/Remote

Our goal is to be a diverse workforce that includes the voices of those who have been disproportionately affected by marginalization and oppression in sexual and reproductive health. We welcome applications from anyone who may contribute to furthering the mission of the organisation, and especially seek applicants who are Indigenous, Black, people of colour, LGBTQ2SA+, members of marginalized populations, and persons with disabilities. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter, or resume.

The Organization

Based in British Columbia, Options for Sexual Health (Options) is Canada's largest non-profit provider of sexual health services through clinics, education programs, and the Sex Sense information and referral service. Options seeks to provide comprehensive and accurate information, support for sexual expression and reproductive choice, and confidential clinical services that help British Columbians enjoy healthy sexuality throughout life. We gratefully acknowledge that our Provincial Offices are located on the unceded ancestral and occupied territories of the Musqueam, Squamish and Tsleil-Waututh nations.

Landscape and Expectation

Options for Sexual Health is seeking a Financial Manager. The role is very important to the organization and is a 0.85 fte position. The successful applicant will have a desire to work towards furthering the work of a pro-choice, sex positive intersectional feminist organization. All positions are required to work at least 60% of their time on-site with confirmation of Remote Work agreement.

The Role

The Financial Manager oversees the financial activities of Options and is responsible for the accounts of the organization. This position works with the Executive Director to develop the organization's financial plan/budget. They are responsible to prepare financial reports and are involved in directing its investment activities. This role performs budget and payroll dealings, maintains distinct accounts such as discretionary and grant funding, and maintains accurate financial records for tax-related purposes. This position distributes resources in a manner that keeps the organization functioning efficiently without going over and above the financial limits. The position supports and provides oversight to the HR Coordinator.

Responsibilities

- Prepare finance reports and account reconciliation reports to company policies on periodic basis
- Prepare and adjust journal entries as required. Prepare allocation entries to forty departments
- Manage account payables and receivable activities. Manage all AP invoices, bill payments (including credit card statements) as per the deadlines. Manage AR customer invoicing, including gaming account
- Ensure maintenance of the general and subsidiary ledgers. Reconcile monthly balance sheet accounts
- Support the annual financial audit processes through the preparation of standard reports as well as other custom reports as requested
- Reconcile donation receipting reports with GL
- Coordinate with Clinic department to maintain contraceptive inventory- record monthly cost of goods sold and quarterly adjustments to physical count
- Administer all payroll activities and provide oversight while working with the HR Coordinator
- Responsible for WCB and HSCIS reporting
- Maintain all financial records and files per the company policies
- Assist in setting and managing budgets
- Identify and resolve invoicing issues, accounting discrepancies and other financial relates issues
- Streamline processes and procedures for improving operational efficacy of finance reporting and budgeting systems
- Develop and maintain financial analysis and reporting activities for the organization

Skills/Assets

- BA or advanced diploma in accounting with a minimum of 5 years' experience
- Proficiency in Microsoft Office, Excel, Payworks and Quick Books Online
- Strong understanding of business and income tax worksheets and computations
- Possess the ability to build positive interactions with customers/clients. This position does not simply involve numbers and balance sheets, it also requires one to interact with different client daily.
- Experience managing support staff
- Must be able to translate finance and business language to make it understandable to potential clients who have limited knowledge in the area. Strong written and oral skills and important.
- Ability to analyze different scenarios and apply critical thinking to any given situation and have the ability to make appropriate decisions for each situation
- Ability to confront compound difficulties head-on as they come; history of problem solving is helpful
- Ability to prioritize.

A signed commitment to Options' mission, values, objectives, and confidentiality policy. Thank you for your interest in Options for Sexual Health. We regret that only short listed candidates will be



acknowledged. Please submit an application online at
<https://www.optionsforsexualhealth.org/employment-application/general>