



FINANCE MANAGER

Background:

The Vancouver Chinatown Foundation (“Foundation”) was created to revitalize Chinatown. We have a vision of a prosperous, thriving and inclusive Chinatown, where people want to live, work and play.

Mandate of the VCF:

The Foundation is not-for-profit; we’re building a sustainable model for philanthropy by investing in projects that benefit those most in need, and reinvesting returns in future initiatives. We are launching proof of concept projects including the Chinatown Storytelling Centre, the May Wah Hotel, Chinatown Vintage and 58 West Hastings – projects that we hope will be a catalyst and inspiration for future ventures.

Our strategy reflects three connected pillars: revitalizing commerce, culture and the physical environment. It is only by addressing all of these challenges head on that we will return Chinatown to a sustainable and healthy community.

Scope of Position:

The VCF is searching for highly motivated Finance Manager who will be an integral part of the Foundation team and is responsible for managing the overall operation of the Finance department and the financial health of the Foundation. As the leader of the Finance team, the Finance Manager will be responsible for monitoring the financial operations, providing accurate and timely financial reports to senior management and the Board.

Primary responsibilities include:

- Oversee the day-to-day operations of the Finance Department, including payroll, accounts payable and accounts receivable; supervise and provide guidance and coaching to Finance Department staff
- Prepare and oversee the preparation, and verify the accuracy of various reports and analyses, such as period-end balance sheets & income statements, general ledger, year-end reports, compensation forecasts, draft budgets, cash flow estimates, provincial & federal sales tax returns, comparative expenditure statements and strategic plan
- Address financial inquiries from the Board, Trustees and staff with regards to monthly reports, budgets and contracts
- Provide financial reports and variance analysis to the Leadership team
- Manage funding contracts, proposals and reporting requirements
- Manage third-party agreements and contracts
- Develop annual goals and objectives for the Finance department in accordance with Foundation’s goals, objectives and priorities
- Ensure the timely and accurate submission of financial reports required by government agencies



- Supervise the performance of all accounting tasks such as accounts receivable, accounts payable, general ledger, trial balance, bank reconciliations and month-end adjusting journal entries
- Establish internal controls and reporting processes
- Work with auditors to design, maintain and prepare account reconciliation & analytic working papers

Qualifications:

Preference will be given to candidates who are self-starters and who possess the following:

- Solid working knowledge of best practices and adherence to regulatory and non-profit requirements
- Post-secondary education, with a minimum of five years of financial management experience
- CPA or CA designation
- Strong commitment to excellence, professionalism, ethical behaviour and values
- Demonstrated leadership and coaching skills with effective communication style to share financial information
- Extensive knowledge in accountancy, budget management, financial forecasting and analysis, CRA regulations, and not-for-profit governance models
- Experience within a non-profit organization, housing and cultural projects is considered an asset
- Computer literate, with advanced knowledge of Microsoft Office products
- Ability to communicate effectively, both written and verbally
- Ability to develop and implement risk management strategies in a timely manner
- Ability to multi-task and to work independently & collaboratively
- Strong interpersonal, leadership and problem-solving skills are required
- Strategic thinker, with the ability to be creative and to think outside the box
- High attention to detail and accuracy

To Apply:

Please submit resume with a cover letter and salary expectations to: careers@chinatownfoundation.org.

No calls please.

We thank all applicants; however, only those shortlisted will be contacted.

The Vancouver Chinatown Foundation is a registered charity and non-profit organization with the mission to revitalize Chinatown while preserving and honouring the irreplaceable cultural heritage of this neighbourhood. To learn more, visit www.chinatownfoundation.org.