

Manager, Finance (Permanent, *full-time*)

ABOUT THE POSITION

Join SkilledTradesBC and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



Finance & Corporate Services is currently seeking a hand-on and result-driven individual, proficient in strategic financial management and regulatory compliance, to join our team as a permanent, full-time Manager, Finance.

RESPONSIBILITIES/ACCOUNTABILITIES

Customer Service and Business Support:

- Deliver exceptional customer service to internal stakeholders by providing timely and accurate financial information and advice.
- Lead and mentor team members to foster a customer service-oriented culture.
- Facilitate business operations by aligning financial services to the needs of the organization.

Accounting and Financial Services Management:

- Manage all accounting and financial services for SkilledTradesBC, including payroll and treasury.
- Prepare timely, accurate and informative financial statements, including Management reports, Audit & Risk Committee reports and Government Reports, in accordance with applicable accounting standards, regulatory requirements and Executive direction.
- Ensure compliance with all relevant financial policies, regulations, and reporting obligations.
- Manage the financial audit process and liaise with external auditors to ensure successful and efficient audit procedures.

Financial Planning and Analysis:

- Support the development, implementation, and performance monitoring of and Service Plans and departmental budgets.
- Collaborate with business partners to ensure alignment of budgetary requirements and operational goals.
- Facilitate and provide regular financial forecasts and variance analysis to support decision-making, providing financial advice and recommendations to senior management.
- Support the Director, Finance & Corporate Services with financial modeling, scenario analysis and long-range investment appraisals.

Internal Controls and Systems Management:

- Maintain and develop robust internal control systems to safeguard the organization's assets and ensure financial integrity.
- Maintain and develop financial policies and procedures to enhance process efficiency and control and ensure they remain current to organizational, legal, and accounting principles and guidelines requirements.
- Monitor internal compliance with financial policies and provide interpretation and explanation of accounting and finance policies as appropriate.

Process Improvement and Efficiency:

- Continuously evaluate and improve financial processes to enhance efficiency, accuracy, and service delivery.
- Implement technology solutions and best practices to streamline financial operations.
- Drive initiatives to improve financial literacy and awareness across the organization.

Stakeholder Engagement and Communication:

- Engage with key stakeholders, including government reporting contacts, business partners and financial auditors to ensure effective financial management.
- Communicate financial performance, insights, and recommendations clearly and concisely to the Management team and the Senior Leadership team.
- Represent the Finance function in cross-functional initiatives and be a trusted partner to colleagues.

EDUCATION/EXPERIENCE

- A Bachelor's Degree in Commerce, Business Administration, Accounting, Finance or related field is required; combination of education and work experienced will be considered
- Chartered Professional Accountant (CPA) designation
- Minimum 5 years of progressive and/or management responsibilities in accounting
- Public sector accounting experience is an asset, with previous experience in similar role within a not-for-profit organization being preferable
- Understanding of full cycle knowledge of applicable accounting principles/guidelines
- Ability to improve processes while maintaining strong internal controls and minimizing financial risk
- Strong leadership skills to inspire, mentor, and develop finance team members, alongside a commitment to fostering a collaborative and high-performing team environment.
- Ability to communicate effectively with diverse stakeholders
- Demonstrated ability to assess problems and situations and to reference, interpret and apply a variety of policies, rules and guidelines to determine an appropriate course of action is required.
- Current knowledge of trends and developments in financial reporting and GAAP updates is necessary
- Advanced, hands-on experience in utilizing Sage 300 and MS Office

WHO WE ARE

SkilledTradesBC is a crown corporation that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. SkilledTradesBC provides strategic leadership, policy support and customer services to help apprentices, employers and industry. SkilledTradesBC sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

COMPENSATION

Annual Salary Band F: \$ 103,894 - \$ 140,563

SkilledTradesBC offers a highly competitive benefits package and perks which include:

- Hybrid work schedule, floater days, and a 37.50-hour work week
- Eligible for pension contributions
- Lifestyle Spending Account
- Extensive Extended Health and Dental Plans that are 100% employer paid.

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume (**PDF format**) by the closing date on our careers page **by email** to humanresources@skilledtradesbc.ca. **Be sure to include your name and the position you are applying for** in the subject line, or your application may not reach the appropriate person.

At SkilledTradesBC, we are committed to diversity and inclusion to ensure that everyone can be their best, authentic self at work. We strive to remove barriers that affect marginalized communities in our recruitment processes. We encourage all qualified applicants to apply.

We kindly ask that applications be sent by email only – no fax or mail applications – and we ask for no phone calls please. Due to the high number of applications the SkilledTradesBC receives, only applicants who are selected for an interview will be contacted.

SkilledTradesBC currently operates in a hybrid work environment which encompasses working remotely and in-office.