



Canadian Mental
Health Association
Vancouver-Fraser
Mental health for all

Association canadienne
pour la santé mentale
Vancouver-Fraser
La santé mentale pour tous

Canadian Mental Health Association, Vancouver-Fraser Branch (CMHA-VF)

Job Posting

<u>Job Posting Number</u>	2025001
<u>Job Title</u>	Senior Manager, Finance & Operations
<u>FTE</u>	1.0 FTE Permanent, Full-Time
<u>Hours Per Week</u>	35 Hours (hours of work may vary and additional hours may be required to fulfill role responsibilities)
<u>Reports To</u>	Chief Executive Officer (CEO)
<u>Employee Group</u>	Excluded
<u>Work Location</u>	Vancouver Office (Hybrid)
<u>Classification</u>	Compensation Reference Plan (CRP) Range 9
<u>Annual Salary Range</u>	\$87,279 - \$121,151 The compensation range represents the span between the minimum and maximum based salary for a position. The control point (mid-point) of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position. In the normal course, employees will be hired, transferred, or promoted between the minimum and the control point of the salary range for a job, taking internal equity into account.
<u>Start Date</u>	ASAP
<u>Apply To</u>	People and Culture hr@cmhavf.ca

MISSION STATEMENT

As the nation-wide leader and champion for mental health, Canadian Mental Health Association (CMHA) is a federation of local branches and provincial divisions. Together, we help people access the community resources they need to build resilience and support recovery from mental illness or addiction. We do this by building capacity, influencing policy, providing services and developing resources. Together we positively impact change, create a community that supports mental health and reduces the stigma associated with mental illness.

Vancouver Office 110 - 2425 Québec Street, Vancouver, BC V5T 4L6
New West Office 233 – 610 Sixth Street, New Westminster, BC V3L 3C2
Delta Office 4871 Delta Street, Delta, BC V4K 2T9
Website <https://cmhavf.ca>

Tel: 604-872-4902 Fax: 604-872-5934
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Canadian Mental Health Association, Vancouver-Fraser branch (CMHA-VF) has been serving the Metro Vancouver area since 1958. We believe everyone deserves to be mentally healthy and live in a healthy community. By offering community-based mental health education, services and supports for children, youth, adults and seniors, CMHA-VF contributes to the long-term health and wellbeing of our communities

POSITION SUMMARY

The Senior Manager, Finance & Operations, is responsible for the agency's financial, accounting and operational/facilities (including IT) of the Vancouver-Fraser branch. They lead a team to provide this service in compliance with our governing structure that includes generally accepted accounting practices, government and charitable regulations, quality assurance standards and contractual commitments. Both by leading the Finance & Operations team and working closely with the Leadership Team, the Senior Manager, Finance & Operations will ensure the optimal management of the agency's financial and operational systems and processes, and that records and reporting are current, accurate and timely.

DUTIES AND RESPONSIBILITIES

Financial Management and Accounting Services

- Coordinate the drafting and presentation of project, program and agency budgets including documenting the budget assumptions and changes in the assumptions from the previous budget.
- Provide monthly, quarterly, mid-year and year-end financial reports to the CEO, Leadership Team and Board Treasurer.
- Monitor financial performance and prepare variance reports monthly and advise the CEO, Leadership Team and Board Treasurer of significant budget variances and propose recommendations.
- Provide guidance, including recommendations, and support to Leadership Team and program managers as needed to manage the budgets for which they are responsible.
- Collaborate with program managers to create accurate and realistic budget projections.
- Ensure regular financial reports are provided to the Branch's funders as required including (but not limited to): Health Authorities, BC Housing, BC and Federal government ministries, BC Gaming Policy & Enforcement Branch and other foundations and corporate sponsors.
- Oversee financial aspects of grant applications, ensuring compliance with donor requirements.
- Monitor and report on the financial performance of grant-funded programs.
- Develop, implement, review and update as needed the effective and efficient working of all accounting functions including accounts payables, accounts receivables, payroll and benefits administration, financial reporting, bank and other reconciliations, capital asset registers, etc.
- Develop work procedures and processes that help ensure transactions and accounting services are accurate and recording/reporting deadlines are met.
- Oversee the reconciliation of internally and externally restricted funds.
- Develop, implements, reviews and ensures compliance with cash management and financial control practices throughout the agency, negotiating with financial institutions as required.

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- Ensure compliance with accounting standards and regulations.
- Lead the payroll and benefits function ensuring smooth running, efficiency and accuracy of the process.
- Review and approve bi-weekly payroll processing.
- Support the Senior Manager, People & Culture to ensure agency staff are oriented to, and where applicable, enrolled in, employee benefit packages, pension plans, mandatory government deductions, travel allowances, payroll procedures, timesheets and other benefit entitlements.
- Work closely with the Senior Manager, People & Culture to oversee the insurance and employee benefits agreements of the agency, provide recommendations to ensure competitive rates and conditions.

Audit

- In conjunction with the accounting staff and the Board Treasurer, prepare year-end statements and working papers for auditors, organizes audit work plans, and support external auditors in their work.
- Work closely with the CEO and Board Treasurer to prepare actions plans in response to the auditor's management letter.

Board Finance, Audit & Risk Committee Support

Work closely with the CEO, Board Treasurer and the Finance, Audit and Risk Committee (FAR) to:

- Ensure the agency adheres to Board financial management and investment policies.
- Prepare budget presentations for the Board of Directors, including preparing ad hoc financial projections, forecasts and analyses.
- In partnership with the Leadership Team and FAR, develop and monitor capital replacement plan and make recommendations for capital purchases.
- Identify and assess financial risks and implement strategies to mitigate them.
- Monitor risks and inform the CEO of identified risks or potential liabilities and recommend action, where appropriate.

Operations Management

- Supervise the Assistant Manager, Operations to ensure the optimal agency-wide efficiency and effectiveness, including but not limited to:
 - IT systems, including phones
 - Operational processes, and documentation/record-keeping (operational manuals, funding contracts, etc.)
 - Information flow systems (i.e. intranet, MS365)
 - Quality assurance systems (i.e. CRMS, Salesforce)
- Work closely with the CEO and Assistant Manager, Operations to develop and implement streamlining and continuous improvement initiatives.
- Work closely with the Senior Manager, People & Culture to lead/co-lead the Occupational Health and Safety program.



- Oversee and maintain the facilities-related leases, licenses and insurance for our multiple facilities.
- Work closely with the Assistant Manager, Operations to ensure agency compliance with all relevant laws and regulations regarding Procurement and Privacy by overseeing:
 - Management of Program Supply Inventory including procuring agency supplies and services, management of vendor contracts, and maintain up to date program inventory database.
 - Management of Agency Records including ensuring secure and effective storage systems for all records of the agency.
 - Oversee the development and implementation of risk management, data confidentiality safeguards, and handling of electronic information policies.
 - Align IT strategy to organizational objectives.

People Management

- Supervise the Finance and Operations team by setting performance goals and objectives, monitor and evaluate performance, providing individual and team leadership, determine professional development requirements, etc.
- Work closely with the Senior Manager, People & Culture to ensure team management complies with the requirements of legal employment standards and of collective agreements.

GENERAL

- Attend monthly staff meetings, committee meetings and others as required.
- Attend Leadership Team meetings.
- Submit regular activity reports, timesheets, expense forms, etc. as required.
- Reinforce and model work-related behavior and interpersonal skills consistent with the agency's Respectful Workplace Charter.
- Represent the agency in a professional manner.
- Provide coverage for other Leadership Team and program staff as appropriate and required.
- Other related duties as appropriate and required by the CEO.

QUALIFICATIONS, SKILLS & ABILITIES

- Chartered Professional Accountants (CPA) designation, active and in good standing.
- Bachelor's degree in finance, business or a related field.
- Minimum five years' experience in a progressively more senior accounting position.
- Minimum two years working in a department with operations responsibilities (operational management is an asset).
- Knowledge of federal and provincial charitable legislation.
- Experience leading and developing staff teams.



- Knowledge of Part III of the CICA Handbook – Accounting Standards for Not-For-Profit Organizations.
- Understand nonprofit compliance, accounting standards, and regulations.
- Experience leading annual departmental and/or organizational budget planning processes.
- Evidence of high ethical standards, mature judgment, and ability to manage confidential and sensitive issues in a professional manner that is attentive to safety needs and mitigation of risk.
- Demonstrate strong communication and interpersonal skills.
- Strong attention to detail with an interest in process improvement.
- Organized, able to prioritize, and attentive to meeting deadlines.
- Have strong analytical and problem-solving abilities.
- Technically proficient in QuickBooks.
- Proficiency in MS Office Suite with a strong understanding of Excel.
- Leadership and decision-making skills, as well as the ability to work collaboratively in a team.
- Demonstrated ability to improve business and accounting processes and to ensure financial and reputational integrity of an organization.
- Knowledge of occupational health and safety requirements, employment standards, pay equity legislation, and the income tax act is an asset.

Additional Requirements

- Possession of a valid BC class V driver's license and has use of a personal vehicle during working hours.
- Successful criminal record check for working in the sector with vulnerable adults and children.
- Legally entitled to work in Canada.

WHAT WE OFFER

- Work flexibility:
 - Flexible hybrid work arrangements (after passing probation)
 - Option for flex days (after passing probation)
- Supporting wellbeing:
 - Paid vacation (4 weeks to start)
 - Other paid leaves such as marriage, bereavement, and family and household emergency
 - Employee and Family Assistance Program (EAP)
- Health & wellness benefits:
 - Short term sick leave plan
 - Extended medical, dental and vision coverage
 - Paramedical services: physiotherapists, registered massage therapists, naturopaths, chiropractors, acupuncturists, clinical counsellors and psychologists, etc.
 - Automatic enrollment in TELUS Virtual Health
- Financial Protection and Planning:
 - Group life Insurance
 - Accidental Death & Dismemberment (AD&D) insurance

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- Long Term Disability (LTD) insurance
- Municipal Pension Plan (MPP) – with employer matching at 9.31%
- Free on-site parking
- Perkopolis membership (for savings on shopping, travel, entertainment, etc.)
- Most importantly, the chance to make a difference every day for individuals in your community by transforming mental health and wellness practice for individuals, communities, and organizations.

HOW TO APPLY

- Please submit your application to hr@cmhavf.ca with the subject line **“Application for Senior Manager, Finance and Operations”**.
- Provide a cover letter and a current resume describing how you meet or exceed the above-noted position qualifications.
- We thank all applicants for their interest, but only those selected for further consideration will be contacted.
- Applications will be accepted on an ongoing basis until the position is filled.

WORKING AT CMHA-VF

CMHA-VF is committed to employment equity and prioritizes the hiring of individuals from underrepresented groups including trans and gender diverse persons, Indigenous/Two-Spirit people, people of color and people with disabilities.

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