

**Financial Services Manager**  
Central Services, ANHBC  
(Internal and External Posting)

The Association of Neighbourhood Houses of BC (ANHBC) is currently seeking an experienced Financial Services Manager to join fast paced financial services team.

Incorporated in 1894, ANHBC is a non-profit charitable organization made up of seven neighbourhood houses and an outdoor centre in the Lower Mainland. We have over 500 staff and work with thousands of volunteers from all walks of life.

**Accountability:**

Reporting to the CFO, the Financial Services Manager is an integral part of the Finance team and is responsible for providing high quality financial services to Neighbourhood Houses across the Association as well as the external clients.

**Key Duties and Responsibilities:**

- Draft and make recommendations of financial procedures, practice, tools, systems and internal processes to the CFO to ensure compliance, strong internal controls and efficiency;
- Coordinate, prepare and consolidate annual budgets for ANHBC and its external clients;
- Coordinate and prepare monthly, quarterly and annual financial statements; analyze variances, recognize recoveries, allocate costs among programs;
- Prepare specialized reports for funding agencies; prepare financial information for funding applications;
- Provide training and orientation to NH managers and external clients on accounting software, basic accounting principles and other financial subjects when needed;
- Train, coach and evaluate junior accounting staff in accounting aspects;
- Manage Financial Services Associate(s) under his/her supervision, which includes but not limited to setting performance standards, goals and expectations, assess and distribute workloads, delegate tasks, provide ongoing feedback;

**Qualifications:**

- CPA or equivalent.
- Minimum of three years of relevant experience preferably in not-for-profit sector.
- Experienced in full cycle accounting, payroll and benefits administration; familiar with accounting software, such as Sage 300, ADP, Report Smith
- Strong leadership, communication and interpersonal skills; managerial and supervisory experience an asset.
- Team and customer oriented.
- Excellent ability to prioritize and complete high quality work under tight timelines and pressure.
- Excellent communication skills both verbal and written.
- Ability to work well, both independently and in a team environment.

This is a regular full time position; salary commensurate with experience.

For more information about the Association of Neighbourhood Houses of BC, please visit [www.anhbc.org](http://www.anhbc.org).

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to email their application to [careers@anhbc.org](mailto:careers@anhbc.org) by noon Tuesday August 8, 2017.

*To help us track our recruitment effort, please indicate in your cover letter where you found this posting.*  
We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,  
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center