

## **EMPLOYMENT NOTICE**

### **Finance Manager**

The Indigenous Sport, Physical Activity & Recreation Council (I-SPARC) is a provincial organization established for the purpose of improving the health outcomes of Indigenous people by supporting and encouraging physically active individuals, families, and communities. The programs and services delivered by I-SPARC are designed to build capacity and increase access to sport, recreation, and physical activity in First Nations, Aboriginal Friendship Centres, Métis Chartered Communities, schools, and other delivery agencies throughout British Columbia.

#### **General Description**

I-SPARC is currently seeking a Finance Manager. Reporting to the Executive Director, the Finance Manager oversees all financial processes for I-SPARC and is responsible for ensuring timely and relevant monitoring and reporting of the organization's overall financial performance. This includes overseeing the full accounting process, payroll, budgeting, cash flow forecasting, timely journal entries, internal and external reporting, leading the annual audit process, and the completion of the Society's statutory filings. The Finance Manager will also support the Executive Director in managing the human resources and operational processes for the organization. This position ensures all business policies, accounting standards, and funding obligations of the organization are met.

The Finance Manager will play a critical role within the Leadership Team at I-SPARC. Working closely with the Executive and Departmental Directors, the Finance Manager will be responsible for supporting overall operational processes and procedures, acting as the primary financial contact for Government and Private Sector funding partners, and providing general business and financial guidance relating to the operations of the Society.

#### **Competencies and Requirements**

The ideal candidate will possess an extensive background in not-for-profit financial administration. Specific qualifications include:

- Bachelor's degree in accounting, finance, business, or a related field (or equivalent experience)
- Chartered Professional Accountant (CPA) designation is preferred, or international equivalent
- Minimum five (5) years of related experience, with at least one (1) year of managing staff
- Experience with payroll and benefits administration
- Solid financial acumen and leadership experience
- Strong verbal, written communication, and presentation skills in English

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#### **PARTNER AGENCIES**

- Ability to critically analyze processes with the goal of streamlining financial systems
- Demonstrated knowledge of accepted accounting rules, practices, tax regulations, and reporting requirements
- Advanced proficiency with accounting software and spreadsheet programs and applications
- Previous experience with QuickBooks and payroll
- Exceptional organizational skills with a proficiency in Microsoft applications (Word, PowerPoint, and Excel)
- Knowledge of the diversity of Indigenous cultures, identities, and community issues
- Knowledge of provincial and government funding process

**Term**

This is a full-time permanent position.

**Salary and Benefits**

The salary range is \$75,000-\$80,000 annually, which includes a comprehensive health benefits package.

**Location**

Victoria, British Columbia

**To Apply**

Please submit cover letter, resume, and three references (name, title, relationship, and contact info) no later than 5:00 pm (PST), Friday, June 5, 2020. Please address your cover letter to the attention of Rick Brant, Executive Director and submit your application to: [isparc@isparc.ca](mailto:isparc@isparc.ca).

All applications are appreciated, however, only those selected for further consideration will be contacted. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

**Note:** *The successful candidate will be required to submit a criminal and vulnerable sector record check.*