

Financial Manager

Job Description

Summary

The Financial Manager works alongside the Operations Manager and provides leadership and expertise in influencing the priorities, practices, and general direction for all financial activities conducted for/by Impact Ministries in Canada.

Appointment

The CEO will determine the recruitment and appointment procedures for the Financial Manager.

Reporting Relationships

Reports to:	CEO
Supervises:	Bookkeeper
Partners with:	Operations Manager

General Duties

- Oversee budget, accounting, tax and audit procedures.
- Provide general direction for all financial activities conducted for/by Impact Ministries Canada.

Core Responsibilities

- Annual budget preparation
- Ensure budget priorities and expenditures are responsibly maintained, staying within the margin of donations received and board approved budget.
- Ensure compliance with CRA and CCCC
- Compliance with GAAP
- Financial reports upon request of CEO, Operations Manager or Finance Committee
- Audit preparation and procedures
- Internal Controls Maintenance
- Oversee Systems Administrator in managing CRA Tax Receipts
- Oversee online giving, PAP and credit card donations
- Oversee insurance policies alongside Canadian Operations Manager
- Oversee payroll, Employee Benefits, RRSPs and Worksafe

Qualifications

- Effective, confident communicator
- Positive internal and external relationships
- Comprehensive knowledge of Impact Ministries' initiatives and programs and

how that relates to the financial aspect of all programs

- Excellent administrative and workflow practices
- Budget, audit, accounting, tax experience

Key Character Traits

- Self-Motivated/Autonomous
- Highly organized
- Encourages positive team culture
- Demonstrates strong collaboration skills
- Demonstrates a high level of reliability and accountability
- Maintains a high standard of integrity and ethical conduct
- Maintains efficient time management and task prioritization
- Commitment to continuous learning and development

General Expectations

All Impact Ministries staff ought to know Jesus personally and love Him wholeheartedly. This will be evidenced through growing in the fruit of the Spirit (Gal. 5) and an obvious love of Jesus. It is expected that Impact Ministries staff live an active and committed Christian faith through such things as Scripture reading, prayer, accountability, acts of justice, service, worship and evangelistic witness. It is expected that staff have regular participation in a local church.

All staff will abide by the policies, manuals and statements of Impact Ministries.

Annual Performance Review

The COM is to conduct an annual performance review of the Financial Manager. The review is to address the importance of mutual understanding and support for:

- The Board's policies and operational procedures
- Role and performance

Compensation

This is an hourly position offering a competitive wage ranging from \$29 to \$31.50 per hour, based on experience and qualifications. Work hours and scheduling will be determined at the time of hire. All compensation will be provided in accordance with the BC Employment Standards Act.

To Apply

Please submit an [Application Form](#) or contact Les Peters at les@impactministries.ca