

Director of Finance Job Description

About DEWC

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centers and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them.

Job Summary

The Director of Finance works closely with the Executive Director managing the organizations financial affairs while ensuring the accuracy and integrity of DEWC accounting and financial processes. The Director of Finance oversees all day-to-day matters relating to DEWC finances, as well as at a strategic level to ensure DEWC meets all accreditation, compliance, ethical, and professional requirements. She will be an active member of the leadership team, reporting directly to the Executive Director and working closely with the Board of Directors and Finance Committee. She will oversee, manage, and support the Bookkeeper.

Key Duties and Responsibilities

- Remain up to date of current regulations, policies, and practices relevant to not-for-profit accounting, financial management, and charities developing, implementing and/or overseeing internal systems that are consistent.
- Prepare the annual Operational Budget for Board approval as well as maintain multiple program budgets with historical and current spending data reporting to managers with notes to variances.
- Work closely with the Board of Directors and Finance Committee in delivering accurate financial data and strong fiscal oversight.
- Liaise with and facilitate the annual audit overseeing the implementation of recommendations
- In collaboration with the fund development team, support the development of contribution agreements, and monitoring expenditures for the life of the fund.
- Collaborate with the Fund Development Team and Program Managers to develop budgets reflecting program proposal submissions and work plans.
- Complete financial reports as required by funding agencies' contribution and grant agreements,
- Collaborating with the Bookkeeper, prepare the annual Charity Return and gaming report.
- Develop Board and staff training and capacity building opportunities in DEWC finances.
- Provide financial and administrative leadership and support in the negotiation of building leases, capital improvement projects, space renovation agreements, equipment leases etc.
- In collaboration with the administrative and facilities staff, manage portfolios for General, Program, and Directors and Officers' Liability Insurance.
- Manage and communicate with financial partners (banking and investment partners).
- Process and facilitate documents with banking and other institution to update cheque signers and authorizations.
- Supports human resource personnel in negotiating contract and the administration of Group Benefits and MPP contribution program.
- Develop and oversee payroll processes and systems verifying accuracy of data prior to payroll submission.
- Supports and supervises DEWC Book Keeper to ensure services are delivered in accordance with established financial practices.
- Other duties not specified that may be assigned from time to time

Required Qualifications:

- 3+ years accounting experience with CPA designation, preferably in a leadership role
- 2+ years accounting experience in a non-for-profit charitable organization
- Experience handling government contracts, as well as fluent in CRA guidelines specific to charitable organizations and particularly grants, donations, and fundraising requirements
- Strong technical skills; experience using various accounting systems. Capable and eager to test new software that may assist our processes.
- Experience working in varied revenue streams including grant funding, provincial/federal restricted funds.
- Ability to set priorities and assess risk; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Must have a strong working knowledge & analysis of the issues impacting women in the dtes, including gender-based violence, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Conflict resolution skills and practice as well as crises intervention training and experience
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober
- This is a salaried position that requires some work outside of normal business hours to undertake position responsibilities, meet deadlines, and ensure delivery of high-quality programs and services.

Reports to: Executive Director

Organizational Status

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tseil-Waututh Territories (*xʷməθkʷəy̓əm*, *Skwxwú7mesh*, and *səlilwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, DEWC provides supportive surroundings with meals, shelter, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighborhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty, gender based violence, and extreme marginalization. Home to populations made vulnerable including those who are homeless, have mental illness, and/or with addictions, it is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma. DEWC staff are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work.

DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women's trauma and the consequences of injustice.