

## ACCOUNTING MANAGER

**Department:** Administration

**Reports to:** Executive Director

This position is Part –Time, 24 hours/week. Salary to be discussed with short-listed candidates.

### Summary of Role

The Accounting Manager is responsible for all accounting functions at the Museum. This role assists the Executive Director in the financial management of the organization; key functions include strategic planning, financial reporting, forecasting, internal controls, overseeing payroll, accounting, risk management, tax preparation, ensuring the financial functions of other departments meet accounting standards. The Museum's budget is roughly 2.5 million annually. The Accounting Manager plays an integral role in guiding business strategy at the Museum by providing analytics and making recommendations based on the organization's current financial situation and history, and accounting industry best practices. This position oversees a small finance team and also works closely with other department managers.

### Key Responsibilities:

- Accurately perform all accounts payable/receivable, payroll, bank reconciliation, period end, and annual audit functions for the Museum.
- Prepare, and assist with the analysis of financial statements and reports necessary for strategy development and the performance of the organization.
- Plan, organize, direct, control and evaluate the functioning of the Accounting department and its' staff.
- Develop and implement accounting and financial policies for the organization.
- Evaluate financial reporting systems, accounting procedures and other financial activities and make recommendations for changes to the Executive Director and other department Managers.
- Assist the Executive Director in coordinating the financial planning and budget process, and analyze and correct estimates.
- Act as a liaison between the organization, the Board of Directors, external financial analysts, and other stakeholders.
- Notify and report to the Executive Director on any trends that may affect the performance of the Museum.
- Accounting oversight of capital projects, working collaboratively with the project manager and other involved parties.
- Maintain all accounting in compliance with government regulations.
- Prepare as needed spreadsheets for other manager's use so that regular review of cost centers and planning can occur.
- Provide coverage for day to day accounting functions, including payroll, when employee of the Department is on vacation or other leave.
- Work collaboratively with other Managers so that their projects and initiatives are a match for the financial processes and capabilities of the organization.
- Be an active part of the management team at the Museum, participating in weekly management meetings and other meetings with the Board of Directors that may be requested from time to time.
- Stays current on government programs and regulations, including those related to COVID-19 to assess for programs that may be beneficial to our business.
- Makes strategic recommendations that support and drive business expansion, cost-saving solutions and process improvement for increased efficiency.
- Other duties as required

### **Required Knowledge, Skills and Abilities:**

- In-depth knowledge of accounting and financial management practices, standards, and strategies.
- Excellent communication skills, both verbal and written; comfortable presenting financial information in team meetings and board meetings.
- Proficient at multi-tasking and able to prioritize multiple projects at one time and meet deadlines.
- Strong analytical skills; able to make recommendations and implement new strategies to support business expansion and cost savings.
- Able to effectively organize, develop, and mentor their reports, as well as provide leadership to other employees involved with finance-related functions, including supporting management in development of departmental budgets and financial processes and functions.
- Very experienced with Simply Accounting, ADP Payroll, Excel, and Microsoft Office software; able to create own reports, spreadsheets, and databases.
- Strong interpersonal skills; able to work effectively and collaboratively with colleagues and business contacts with varying roles and personalities.

### **Qualifications:**

- Bachelors Degree in Business Administration, Economics, Finance or any other related field
- Professional Designation (CA, CMA, CFA, etc.) an asset
- 5+ years in a senior accounting or financial management position.
- Experience in a Not For Profit organization is an asset
- *OR an equivalent combination of Education and Experience –if you feel you have the skills and experience to excel in this role but perhaps do not meet our exact qualifications requirements, please apply.*

### **Other information:**

- Schedule: This position is to be carried out on-site, with a regular schedule in-office Monday – Thursday.
- Location: The Museum is located 15 minutes south of Squamish, and 30-45 minutes from Vancouver. There is free on-site parking however there is no public transit to the Museum.
- Criminal Record Check: All employees must complete a Criminal Record Check, in accordance with the Museum’s Child and Vulnerable People Code of Conduct. The cost and process is covered by the Museum.

### **COVID-19 RESPONSE**

The safety of our staff and guests is our top priority. Under the directives outlined by WorkSafeBC, the BC Centre for Disease Control and other governing bodies, protocols and policies have been put in place in both staff and public areas and activities to keep staff and guests safe. We have a large site and spacious offices which make physical distance possible to maintain.

Amongst other policies, Britannia Mine Museum requires staff to wear masks or face shields when working with others, and when physical distance cannot be maintained. This position spends a significant part of their time in their large office or in team meetings in our spacious meeting room, however the incumbent needs to be willing and able to wear a mask or face shield when required.