

Manager of Finance (Part-Time)

About Plan Institute:

Plan Institute is a nationally registered charity, whose mission is to empower people with disabilities to lead a good life. We do this through:

- Innovation – We engage in social innovation through community-based projects and partnerships that help empower those living with disabilities.
- Education – We offer educational initiatives designed for individuals, families, and organizations, including workshops, courses, retreats, publications, and resources.
- Leadership – We provide collaborative leadership by convening a diverse group of stakeholders to encourage public policy reform and system transformation.

Plan Institute envisions a future where all people with disabilities lead a good life. For Plan Institute, the concept of a good life means being financially secure; contributing to and participating in caring and inclusive communities; being respected and empowered to make decisions; knowing the loving support of friends and family; choosing a place to live and call home; and having a well-planned future.

In this 2019 video, we discussed why Plan Institute was founded, some of our accomplishments over the years, and our hopes for the future: [Plan Institute 20th Anniversary Video](#).

Visit our website to find out more: www.planinstitute.ca.

About the Position:

We are looking for an experienced Manager of Finance who shares our organization's values and brings a positive and open mindset to our team. The Manager of Finance oversees the organization's financial and accounting operations, including budgeting, reporting, and planning, while ensuring financial sustainability and fiscal accountability. The ideal candidate is highly organized with a high level of accountability, brings strong financial leadership skills, has the ability to meet deadlines efficiently, and is skilled at both independent & team-based work.

Our work is deeply collaborative; we value the unique skills and abilities that everyone brings to the team and are always looking to incorporate everyone's talents into the work we do. The Manager of Finance reports directly to the Executive Director and oversees the role of the Accountant.

Responsibilities of this position include:

- Oversight of all accounting functions carried out by the Accountant, including receipts, payables, account reconciliations, payroll, and other entries to ensure the accuracy of accounting records and compliance with generally accepted accounting principles.
- Preparation and continued management of the organization's annual budget, in collaboration with Executive Director and team members.
- Preparation of quarterly financial statements and detailed reporting.
- Attendance of board meetings to present budgets, quarterly financials, and other reports.
- Management of project and grant funds to ensure adherence to external requirements, in collaboration with the Director of Grants and Programs and Executive Director.
- Preparation of specialized financial schedules for grant applications and progress reports, in collaboration with the Director of Grants and Programs and Executive Director.
- Continued development and stewardship of financial processes, policies, and internal controls.
- Oversight and reporting on financial trends, fiscal planning, and financial sustainability.
- Leadership of the annual audit process, including oversight and preparation of the required working papers and other schedules, communication with the auditors, and collaboration with the auditors to create the audited financial statements, accompanying notes, and the CRA Charity Information Return.
- Other tasks as required.

Job Requirements:

- Minimum of 5 years' experience in a similar role.
- Strong technical non-profit accounting expertise, specifically managing grant funds and other restricted funds.
- Advanced proficiency with QuickBooks and Excel.
- Experience with budgeting, forecasting, and creating financial reports for a nonprofit organization.
- Current CPA designation is a strong asset.
- A personal connection to disability and/or experience working in the disability community is a strong asset.
- Excellent communication, interpersonal, and connection-building skills.
- Ability to work collaboratively with a diverse group of people in a team setting.
- Exceptionally organized and detail-oriented, while maintaining flexibility and adaptability.

Compensation & Work Schedule:

- Hours of work are 22.5 hours per week.
- An annual salary of \$42,000, plus benefits cost sharing, RRSP matching, and potential bonuses.
- 3 weeks annual vacation.

- Anticipated start date: ASAP.
- Our team currently works with a flexible hybrid model, working primarily from home, with occasional attendance to a shared office space in Burnaby. Monthly travel to our physical office is required.

How to Apply:

Please [apply here](#). Please note that applications will only be accepted through our application form.

- Job posting closes on Sunday, February 2nd, 2025, at 11:59PM PST.
- We thank all applicants for their consideration of this position. Shortlisted applicants will be contacted by February 7th, 2025.
- If you have any questions about the position, please contact info@planinstitute.ca.

Please note that a cover letter is NOT required to apply.

Plan Institute is committed to a safe, inclusive, and collaborative environment in which all individuals are treated with respect and dignity. As such, individuals from diverse backgrounds, including race, national or ethnic origin, sexual orientation, gender identity, disability, and mental illness are welcomed and encouraged to apply.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Accessible formats and communication supports are available for applicants by request; please contact info@planinstitute.ca.