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OPPORTUNITY PROFILE **FINANCE OFFICER**





the right **people**

COMMUNITY LEGAL ASSISTANCE SOCIETY | FINANCE OFFICER

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THE ORGANIZATION

COMMUNITY LEGAL ASSISTANCE SOCIETY

The Community Legal Assistance Society (“CLAS”) was incorporated as a non-profit legal aid society in 1971, and was the first community law office in British Columbia. CLAS’ structure reflects nearly 50 years of partnership between the private bar and various community groups to provide legal aid to people facing discrimination and marginalization. Since the organization’s inception, CLAS has become a nationally recognized non-profit law firm specializing in housing, income security, workers’ rights, mental health and human rights law.

CLAS operates as an “umbrella” organization consisting of a number of programs and projects, and has assisted thousands of people through their service case work in the areas of housing, income security, workers’ rights, human rights, and mental health law. CLAS has conducted hundreds of test and systemic cases at all levels of court, including the Supreme Court of Canada, and have been counsel on hundreds of reported decisions in the areas of law in which they practice.

The activities of CLAS are carried out through service and test cases, systemic advocacy, law reform, public legal education and training, legal supervision services to advocacy organizations, and legal support to community groups. CLAS is a legal resource to many community groups who provide services to the marginalized citizens of the province and are committed to assisting those who are marginalized or face discrimination anywhere in BC.



Mission: CLAS respects the dignity of all in our community and works towards positive social change by providing legal assistance and advancing the law to address the critical needs of those who are disadvantaged or face discrimination.

Vision: Dignity, Equality and Justice for All.

Values:

Compassion: Fostering an environment that is respectful and understanding of our clients and co-workers.

Leadership: Strive to be leaders in housing, income security, workers' rights, mental health, and human rights law.

Accessibility: We believe everyone should have access to, and benefit from, the justice system.

Service: Serve the community by working with other groups to promote and advance dignity, equality and justice for all.

To learn more, please visit CLAS' [website](#).

THE OPPORTUNITY FINANCE OFFICER

The Finance Officer will work closely with the Executive Director as well as the Managing Director (“Senior Management”). The key responsibilities of this position are to assume the primary day-to-day responsibility of the financial-related activities of CLAS; assist Senior Management in the preparation of budgets, budget forecasts and financial reports and funding applications; and assist Senior Management with other administrative tasks required to manage the organization. The Finance Officer provides operational leadership to CLAS’ budget and variance reporting cycles, and creates financial reports and analysis to support decision-makers and external stakeholders. This position is accountable to the CLAS Executive Director.



The outcome of the Finance Officer’s decisions have a direct impact on both the financial records and financial position of CLAS. As such, the Finance Officer has management accountability for the financial condition of the organization and ensures that Senior Management has access to timely, meaningful, and accurate financial information. The Finance Officer plays the lead role developing and overseeing the implementation of operational policies for payroll, budget, controls, and financial risk management. The Finance Officer will also be responsible for consolidating and providing analysis of CLAS’ financial reports, providing cash flow projections, as well as the investment of funds in both the short and long-term.

This is an outstanding opportunity for a progressive finance leader to make an impact at one of BC’s leading and nationally recognized non-profit law firms, improving decision-making and building financial literacy in a proactive manner.



Duties and Responsibilities

Financial Duties

- Ensure the day-to-day financial requirements of CLAS are in compliance with applicable federal, provincial, and local regulatory laws and rules for CLAS' financial reporting;
- Liaise with CLAS' financial institution on matters relating to CLAS' accounts;
- Ensure that revenues are deposited into the appropriate bank accounts and invoices are properly approved and paid in a timely manner;
- Prepare both internal and external invoices, as required;
- Ensure that CLAS' general and Trust accounts are properly maintained, and make enquiries to the bank, as required;
- Maintain a working knowledge of CLAS' compensation requirements, including payroll submission process, payroll reconciliations, and administration of employee benefits;
- Provide relevant information to CLAS' external bookkeeper, review monthly financial statements prepared by the bookkeeper, investigate any discrepancies, and ensure errors are rectified;

- Be primary contact for the annual external audit, other external audits, reviews and evaluations, as may be conducted from time to time; and
- Manage the maintenance and upgrade of the financial accounting, payroll and human resource software.

Budgeting

- Assist Senior Management in CLAS' budgetary process, including preparing, implementing, monitoring and analyzing budgets;
- Provide regular updates to Senior Management and Program Supervisors on status of program budgets and make any recommendations to operations where appropriate; and
- Assist Senior Management in tracking budget projections and identifying financial adjustments that may be required.

Administration

- Be familiar with CLAS' statistical reporting requirements, and analyse and interpret the statistical data as it pertains to funding contracts and other Society reporting requirements;
- Assist Senior Management with the preparation of correspondence, reports, and funding proposals.

THE PERSON

The Finance Officer should be a refined leader who is well experienced with the complexities of financial management and accounting, as well as a builder who is able to articulate and execute a bold direction. The Finance Officer should be decisive, and possess sufficient financial acumen to assist Senior Management with complex decision-making and guide staff through challenging initiatives.



Required Qualifications, Education, and Experience

The ideal candidate will possess the following qualifications and experience:

- A minimum of three years of proven experience in a financial role, preferably in a non-profit environment;
- Excellent working knowledge of Microsoft Word, Excel, and Outlook;
- Good working knowledge of Simply Accounting or other accounting software;
- Experience working with external auditors, internal controls, and compliance-related issues;
- Accurate attention to detail, and strong analytical and problem-solving skills;
- Strong interpersonal skills and ability to work in a team environment; and
- Ability to respond and adapt quickly to changing situations, multi-task, and prioritize completing tasks.

The following qualifications will be considered strong assets:

- Experience in managing payroll and employee benefits;
- Experience in a legal environment; knowledge of Trust accounting requirements of the Law Society of BC;
- Working knowledge of Microsoft Access database.



Competencies and Personal Characteristics

Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example.

Accountable – Holds self accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Assists in the development and implementation of a plan in support of organizational strategic direction. Demonstrates an understanding of the link between job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting edge programs/processes.

Effective Working Relationships – Treats colleagues, staff, and external shareholders with respect; resolves conflicts respectfully, in a timely manner; negotiates effectively; provides effective feedback to colleagues.

Influential and Collaborative – Has an honest, open, consistent approach to working with others; possesses strong relationship and interpersonal skills.

Communication – Clearly presents written and verbal information and writes with clarity and purpose; communicates effectively in both positive as well as negative circumstances; listens well.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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