

# We're hiring!



## Director, Finance & Operations Resource Staff – Job Description

### Summary

Job title	Director, Finance & Operations
Classification	Permanent Employee
Rate of pay	Starts at \$28.25 per hour (\$26.66 during probation)
Hours of work	70 hours per pay period
Start date	July 2, 2019 (negotiable)
Reports to	Executive Director

Under the direction and supervision of the executive director, the finance & operations director is responsible for financial accounting and reporting for the Capilano Students' Union, and for full-cycle accounting. The finance & operations director is the principal resource to the executive director, the board, student executives, and committees with respect to the organization's finances.

### Duties

In particular, the finance & operations director shall perform the following duties:

#### Finance & Operations (90%)

- Coordinate accounts payable and receivable, and the upkeep of the general ledger.
- Maintain information about all revenue-generating transactions.
- Prepare cash, cheques, and other revenues for deposit on a weekly basis.
- Prepare and recommend appropriate journal entries for approval of the executive director.
- Lead the development of the annual operating and capital budgets.
- Liaise with external accountants and auditors.
- Coordinate investments, working closely with investment managers appointed by the board.
- Collect sales records from colleagues and reconcile with payment reports.
- Process purchase orders and coordinate with the Members Centre for inventory management.
- Maintain the accounts of student clubs and associations, including keeping accounts of student club and association revenues deposited with the Capilano Students' Union.
- Prepare worksheets to update the operating and capital budgets on a monthly basis.
- Ensure that expenses are charged to the appropriate budget line items.
- Act as a resource to spending authorities and signers to assist in decision-making.
- Set up new staff, student executives, and board members in human resources and payroll systems, and provide ongoing coordination to keep those systems up-to-date.
- Coordinate CSU benefits programs for staff, student executives, and board members.

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- Process payroll on a timely basis and reconcile the general ledger for remittances, and provide accurate and timely regular and ad hoc payroll and benefits reporting to the executive director.
- Prepare support staff work schedules in consultation with the executive director, ensuring that schedules support the organization's strategic objectives while remaining within budget.
- Ensure that important documents, keys, access cards, and other Capilano Students' Union property that needs to be turned over is accurately tracked and monitored.
- Maintain internal and confidential records, including financial and payroll records, legal records, and contracts, and coordinate the organization's document retention and destruction schedule.
- Coordinate submissions and reporting related to grant funding.

## Other Duties (10%)

- Attend and resource board, executive, and committee meetings as assigned, and act as the administrative lead for assigned board, executive, committee, and other organizational meetings.
- Participate in the training and development of board members, executives, and staff.
- Provide supervision and coordination for the work of support staff in their areas of responsibility.
- Work safely, in accordance with the CSU's health and safety policy.
- Protect the personal information of coworkers, students, and the public.
- Perform other duties as assigned by the executive director.

## Qualifications

- Relevant post-secondary degree, or an appropriate combination of education and experience (must have at least an accounting diploma, but an accounting degree is preferred).
- Two years' relevant experience supporting full-cycle accounting in a non-profit environment.
- Experience with Quickbooks Online would be an asset.
- Personable, professional, and well-organized.
- Ability to work independently or as part of a team, as needed.
- Excellent written and verbal communications skills.
- Passionate about supporting student leaders and making positive change.
- Comfortable relating to, interacting with, and coaching university students.

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## Why work at the Capilano Students' Union?

**We strive to be a diverse workplace.** We're working hard to make sure that our staff team reflects the diversity of our membership, guided by the CSU's equity strategy. Over half of our team members self-identify as women, and visible minorities comprise half of our unionized workforce.



**living wage  
employer**

[livingwageforfamilies.ca](http://livingwageforfamilies.ca)

**We are a designated living wage employer.**

We provide fair (and competitive) compensation packages for all members of our team, including employees who are students, because we believe that everyone who works deserves to make ends meet.

**We take our values really seriously.** We think that our values create a fun, dynamic, and challenging work environment – one where no two days are the same, and where our team members look forward to coming to work. If these value statements resonate with you, you should think about joining the team:

We believe in fostering **engagement** on our campuses, providing opportunities for **fun, leadership, and community.**

We are a **progressive, membership-driven** organization, supporting **social change** at CapU and in our communities.

We are **responsible, accountable, and accessible**, conducting our affairs with **transparency and integrity.**

## Interested?

**Email us at [hr@csu.bc.ca](mailto:hr@csu.bc.ca) to apply to join the team!**

Please submit your résumé and cover letter, showing clearly how you would be the ideal candidate for this position and meet the qualifications set out above. Please address your correspondence to Christopher Girodat, and include "Search: Director, Finance & Operations" in the subject header. All applications are due **June 14, 2019**. Interviews are going to be scheduled during business hours on **June 17 and 18, 2019**.

*The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Folks with disabilities; Indigenous folks; self-identified women; folks from visible minorities; and trans, two-spirit, and gender non-binary candidates are encouraged to self-identify during the application process. Please do not hesitate to reach out to us if you require accommodation to participate fully in our application and selection process. Our employees are represented by CUPE 1004 in a unionized work environment.*