

*The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice, provide innovative and valuable services and developmental opportunities to our members by advocating on behalf of and collaborating with the Student Body, UFV and the wider community.*

## Finance Manager

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**Work Schedule:** 9 AM – 5 PM, Monday to Friday (flexible)

**Reporting to:** Executive Director

### POSITION DESCRIPTION

UFVSUS is seeking to hire a Finance Manager experienced in Quickbooks to ensure professional and accurate bookkeeping services and fulfill some office management duties. The candidate should have hands on, full cycle accounting experience

The Finance Manager provides full-cycle, hands on accounting experience to the Executive team and Executive director.

### Specific Duties:

Responsible for a variety of functions, including but not limited to the following:

- Low Volume Accounts Receivable
- Low Volume Accounts Payable
- Corporate Credit Card administration and reconciliation of monthly statements
- Reconciliation of daily cash receipts and sales entry posting
- Preparation of Cash Bank Deposits
- Bank Reconciliations
- Payroll and benefits administration
- Monthly General ledger reconciliations
- Preparing month-end entries, and reports
- Budget vs Actual Analysis
- Prepare year end including audit working papers for the external auditors
- Maintaining and archiving of the finance department files

## **QUALIFICATIONS AND ASSETS**

- Post-secondary education, certificate, or diploma in accounting or business
- 5 plus years of accounting experience
- Proficient in Quickbooks. Knowledge of Sage 50 is an asset but not required.
- Proficient in Microsoft Word and Excel
- Knowledge of Payworks Payroll company an asset
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of diplomacy
- Superior organization and administration abilities
- Working both independently and cooperatively as part of a team
- Excellent verbal and written communication.

## **SALARY**

\$50,000 per year. Upon completion of a 3 month probationary period, benefits package including extended health, dental and MSP 100% paid for by the employer. Group RRSP plan with employer matching contributions.

## **CLOSING DATE**

\*\*\*Applications will be accepted until noon (11:59 PM) May 29<sup>th</sup>, 2017.

## **APPLICATION PROCEDURE**

Please send a cover letter and resume to [m.wellington@ufvsus.ca](mailto:m.wellington@ufvsus.ca).

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.