

**Employment Opportunity  
Chief Financial Officer  
(Full-time position)**

**About the position:**

Under the direction of the Chief Executive Officer (CEO), the Chief Financial Officer is responsible for the establishment of financial policies, procedures, controls and reporting systems and shall be responsible for the supervision of general accounting, accounts receivable, collection and payroll of The Calgary Bridge Foundation for Youth. The Chief Financial Officer shall also ensure the legal and regulatory compliance for all CBFY accounting and financial reporting functions.

**Responsibilities:**

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with accounting standards for not-for profit organizations
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate
- Assist the CEO and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings
- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time
- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the CEO and Treasurer and/or Finance Committee
- Assist Managers with the preparation of budgets for funding applications
- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects
- Develop and implement policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

**Qualifications and Requirements**

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration
- Professional designation: Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation
- 3 to 5 years of progressive financial responsibility
- Knowledge of generally accepted accounting principles
- Knowledge of federal and provincial legislation affecting charities and non-profits
- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Experience with Microsoft Dynamics, Simply Accounting or related accounting software
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- Ability to maintain confidentiality and exercise extreme discretion

**Please submit your resume and cover letter including salary expectations to [hr@cbfy.ca](mailto:hr@cbfy.ca) .This position is open until a suitable candidate is found.** We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)

No phone calls please.