



Deltassist Family and Community Services Society

MANAGER OF FINANCE – Exempt Position

Position: Manager of Finance – Non-Profit – PART TIME

Posting Date : June 17 2026

Location: Primarily out of the North Delta Office. This position is currently not a hybrid position.

Wage/Salary: \$60,000 - \$65,000 per year, based on education and experience.

Schedule/Hours per Week: 21 hours per week - exact schedule to be determined.

Closing Date: June 27 2026

Start Date: ASAP

Need for Use of Personal Vehicle: Yes

Reports To: Julie Chadwick, Executive Director

Job Summary:

Deltassist is a mission-driven, accredited, community-based, non-profit society and the incumbent in this position must be able to commit to the Mission and Values of the Society, and work within a child-family centered, strength-based, trauma and resiliency informed service model. The Manager of Finance, as part of the agency management team, provides financial leadership/oversight and works closely with the Management team to ensure the overall health of the organization and mitigate risk. The Manager of Finance is responsible for the development and operation of policies and procedures directly relating to the Society's financial operations and how these relate to Deltassist. These duties are crucial to the achievement of the Society's stated mission and objectives; and assist in assuring quality financial/risk management, conscientious financial monitoring, and maintenance of cooperative relationships with funders and other stakeholders. The Manager of Finance is responsible for overseeing the financial health of an organization. They manage financial services and

accounting operations, develop and implement financial policies, procedures, and systems, and prepare or coordinate the preparation of various financial reports.

Duties and Responsibilities:

- Advise, assist and consult with, the Executive Director in all matters related to financial planning, accountability and risk-management.
- Development and operation of all Financial Services required for the agency to achieve its stated mission and objectives.
- Operation in accordance with the Society's Policies and Procedures, and within the limitations and boundaries established by the Executive Director.
- Compliance with all monitoring/reporting procedures established by the Executive Director, Provincial Ministry Contracts, BC Gaming Commission, United Way and all other funders including CRA.
- Development and implementation of effective and efficient financial policies, procedures, and systems that meet all requirements for: funding, legal and legislative, and accreditation
- Ensure compliance with all relevant financial regulations and obligations, such as taxes, payroll remittances, and workers' compensation.
- Prepare financial statements for all funding agencies throughout the year and at year end reporting, including the following contracts: Federal, Provincial, Municipal, and grants.
- Develop and maintain regular financial reporting tools, processes, and procedures to simplify financial work across the organization.
- Provide guidance to program/project funding reports and draft budgets for funding proposals.
- Oversee operations of the finance and payroll department, set goals and objectives, design a framework for these to be met.
- Prepare Budgets and forecasts, prepare management accounts, compliance, manage cash flow, and prepare financial reporting for the Executive Director to bring to the Board.
- Manage investment strategies in collaboration with the Executive Director.
- Oversee company payroll, including leave and sick time information supplied by the Managers.
- Manage, direct, and control daily financial processes.
- Provide adequate oversight and support to the Finance and Accounting team.
- Manage all data collected by the finance and accounting department.
- Participating in hiring, grievance interviews/disciplinary meetings, and terminations as required.
- Other duties as assigned by the Executive Director.

Accountability

- Monitor and ensure all policies and procedures relating to risk-management and the Society's financial operations are adhered to by all Society Employees, and if not, report to the Executive Director for follow-up.
- Assure that all deviations or anticipated deviations from established financial policies and procedures are reported to the Executive Director immediately, including suspicion of fraud, phishing, financial scams, and cyber risk.
- Assist, and consult with, other Managers in the development of annual budgets for all Programs/Services/Grants.
- Produce monthly financial statements for all programs/services.
- Integral participation in the audit process to ensure that the agency is meeting all audit obligations, including reporting to CRA and any other necessary authorities.
- Assure Society programs and services are provided with high quality support services in collaboration with the Management Team (staff, supplies, physical plants, etc.) sufficient to allow them to accomplish agency objectives.
- Assure that Society Financial systems are of high quality and sufficient to allow agency programs and services to accomplish their objectives and are effective and efficient.
- Meet with the Executive Director on a regular basis for updates on financial status, investments, transfers, and reporting to funders.

Required Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Superior teamwork and supervisory skills (Admin Supervisor/Bookkeeper).
3. Excellent planning, organizing, controlling and administrative skills.
4. Proficiency in Microsoft office, particularly Excel. Experience with Sage 300 considered a real asset.
5. Able to function independently, frequently under pressure, while managing multiple concurrent projects and deadlines is an ongoing expectation of this position.
6. Able to function as part of the Management team and participate in meetings, conferences, training and other responsibilities which will at times necessitate extended workdays, evening and/or weekend work.
7. Able to work in-office on a regular schedule as delineated by the Executive Director. This position is not a hybrid position.
8. Reliable, conscientious, ethical, and able to uphold the mission, vision and culture of the agency.

Qualifications:

Education:

CPA designation preferred- we will consider a combination of education and experience in the accounting field

Experience:

- Requires proven track record in organizational management and financial oversight.
- Requires extensive experience in non-profit financial operations, strategic planning, and working with a team of Managers with a collective vision for service delivery and culture of the agency; minimum of three years' experience.
- As part of the Management team, excellent communication, leadership skills, community-based organizations; specialized training/demonstrated competence in bookkeeping, financial management systems and controls; and a minimum of three to five years of progressively more responsible financial management experience in the non-profit community social services sector.
- The Manager of Finance will also possess in-depth working knowledge of applicable legislation and policies, and financial management issues i.e. CRA requirements, BC Society's Act, BC Gaming and funding reporting to Provincial Ministries.

Required performance:

Job performance must be at a satisfactory level and will be assessed in the fulfillment of the above relevant job duties, including performance and evaluation reports and disciplinary records.

To apply:

Please email, Kam Dhaliwal – Human Resources and Office Operations Manager
kamd@deltassist.com
9097 120 Street, Delta, BC, V4C 6R7

Each applicant is responsible for ensuring that the Society receives applications by 4:00 pm PST on the closing date.

DFCS is an equal opportunity employer. Successful applicants are subject to a criminal record check. DFCS thank all applicants for their interest. Only short-listed applicants will be contacted.