

JOB POSTING

Location: Vancouver, BC / Remote. Must be eligible to work in Canada.

Job Title: Finance Officer

Schedule: Flexible, Part-time (15-20 hours per week)

Type: Permanent

Compensation: Salaried, based on \$28-31/hr

Closing Date: November 24, 2023

Sanctuary Mental Health Ministries equips the Church to support mental health and wellbeing. We provide resources that meaningfully engage the topics of faith and mental health. Our content is developed in collaboration with theologians, psychologists, and people with lived experience of mental health challenges. These resources prepare communities of faith around the world to raise awareness, reduce stigma, support mental health, and promote mental wellbeing.

Since the release of our flagship resource in 2018, we have seen our global audience grow exponentially. *The Sanctuary Course* has been viewed by over 260,000 people in more than eighty countries to date, and we anticipate that these numbers will continue to increase rapidly.

JOB SUMMARY

Sanctuary is looking to expand our Operations team with a Finance Officer. If you have a finance background, a strong understanding of and proven experience with accounting, budgeting, and financial reports, and a passion for people-first culture, we would like to meet you.

The Finance Officer is primarily responsible for managing the financial operations of Sanctuary. In addition, the Finance Officer is key in enacting best practices as Sanctuary continues to welcome its UK and US charities into the fold. This role reports to the Director, Operations, and works closely with the Operations Manager and Administrator/Bookkeeper.

Our organization's values include: practicing compassion, cultivating hope, building relationships, pursuing excellence, and demonstrating integrity. If you share these values and the job description below matches your career goals, we hope you will apply; applicants from diverse backgrounds are encouraged to apply.

DUTIES

Finance

- Manage financial operations for Sanctuary Canada and Sanctuary US in collaboration with Director, Operations

- Prepare financial reports for various stakeholders:
 - Prepare monthly budget-to-actual reports for department directors and meet with directors quarterly to discuss the department's budget
 - Prepare monthly financial reports for the board
- Manage annual audits and financial filings for Sanctuary Canada (T3010) and Sanctuary US (US 1099)
- Prepare annual budget in collaboration with Director, Operations
- Use forecast to support strategic decision-making and financial stewardship
- Liaise with UK and US Directors on budgets and transfers
- Support grant expenditure tracking and reports in collaboration with the Administrator/Bookkeeper and the Development team
- Manage Sanctuary bank accounts
- Manage various remittances
- Oversee tax receipting for donors
- Manage securities donations in collaboration with Administrator/Bookkeeper
- Conduct annual GL review and make adjustments to support current operations and reporting needs
- Submit semi-annual GST/PST rebate to CRA in collaboration with the Administrator/Bookkeeper
- Ensure compliance with CRA guidelines
- Ensure high levels of accountability and transparency in bookkeeping and accounting processes

Other Duties/Expectations

- Participate in team meetings
- Complete tasks in a timely and accurate manner
- Provide constructive feedback
- Other work may be assigned based on time, interest, and skills

APPLICANTS MUST HAVE

- Eligibility to work in Canada
- Ability to work remotely
- Undergraduate degree in finance, business administration, commerce, or at least two years of experience in a related role; CPA training ideal
- Excellent interpersonal skills
- High level of integrity, confidentiality, and accountability with intrinsic motivation
- Knowledge of accounting standards and compliance implications of charity status
- Strong understanding of finance and budgeting, experience in a non-profit setting ideal
- Excellent verbal and written communication skills with great attention to detail

- Sound analytical thinking, planning, prioritization, and execution skills
- Ability to lead and work collaboratively within a team setting
- Strong initiative and accountability
- Exceptionally organized and detail-oriented, while maintaining flexibility and adaptability

APPLICANTS SHOULD BE

- Comfortable working in a faith-based environment

HOW TO APPLY

Qualified candidates should send a single document that includes a cover letter that clearly states how your skills align with this opportunity and a one-page resume. In the subject line write: "Finance Officer – application attached".

Send application to careers@sanctuarymentalhealth.org. Candidates who meet posting and application requirements will be acknowledged.

Please visit www.sanctuarymentalhealth.org for more information about our organization.