



## Staff Position – Chief Financial Officer

### PLACEMENT REQUIREMENTS

B.C. Hockey is seeking to fill the position of Chief Financial Officer (CFO). The CFO reports to the Chief Executive Officer (CEO) and the successful candidate will provide professional leadership and strategic management of the financial affairs of the association. Other qualifications should include:

- Chartered Professional Accountant (CPA) designation.
- At least five to eight years of professional experience in accounting/finance role of an organization (preference given to non-profit experience).
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals in finance and accounting
- Flexible and a self-starter; able to multitask while also being highly detail oriented.
- Personal qualities of integrity, credibility, and a commitment to BC Hockey's mission.
- Excellent people and communication skills with experience collaborating in a multidisciplinary, diverse and dynamic environment.
- Experience in financial management, budgeting, audit and resource development.
- Advanced ability to use a wide range of software and technology solutions, and ability implement new processes and systems to create efficiencies.

### DESCRIPTION OF DUTIES & RESPONSIBILITIES

The Chief Financial Officer is responsible for managing all financial aspects including investments, audit activities, overseeing cash flow planning, preparing and reviewing budgets and tracking operational metrics.

More specifically the CFO will be responsible for:

- Supervising the accounting department staff to ensure timely and accurate recording of day to day transactions.
- Managing all accounting and financial processes including billing, accounts receivable/payable and payroll.
- Reviewing and approving monthly financial reports and metrics for the CEO and BC Hockey Board of Directors.
- Coordinating the preparation of all budgets and forecasts, including annual budget for approval of the CEO, Board of Directors and membership.
- Providing timely analysis of budgets and forecasts at a program level.
- Managing all funding and grant applications.
- Evaluating internal controls and implementing changes as required.
- Coordinating the year-end audit with external auditors, including all reconciliations and working papers as required.
- Working with the CEO in charting the strategic direction of the association.



*Please note this job competition will remain open until the most suitable candidate is found. Only those candidates selected for interviews will be contacted. Please email resume and cover letter to [hr@bchockey.net](mailto:hr@bchockey.net).*

