



2100-3777 Kingsway
Burnaby, BC V5H 3Z7
T 604.433.6310 TF 1.800.663.4384
F 604.433.0518
IWA-FIB.PCA

CAREER OPPORTUNITY – TEMPORARY MANAGER, FINANCE

Maternity leave contract (7 months with possible extension to up to 12 months)

WHO WE ARE

Established to support Canadian forestry workers and their families, the IWA-Forest Industry Pension and LTD Plans provide pension and disability benefits and rehabilitation services to members.

With over \$4.0 billion in assets, 450+ participating employers and 70,000 members, the IWA-Forest Industry Pension Plan is one of Canada's top 100 pension funds and is one of the top three private pension funds in BC. The IWA-Forest Industry LTD Plan was created almost a decade after the pension plan, and now serves over 12,000 members across western Canada.

The plans are intended to supplement government retirement benefits and provide financial protection in the event of illness and injury. They are a valuable part of members' financial security in retirement and beyond. Both plans are administered by the Plan Office, which manages plan assets and benefits. At the Plan Office, our members are our number one priority, and we take pride in offering exceptional service—whether we're dealing with members, participating employers, union locals or each other. Working at the Plan Office, you'll enjoy competitive benefits, a work-life balance, and a close-knit work culture.

WHO YOU ARE

The Manager, Finance reports to the Chief Executive Officer and maintains a close working relationship with the Chief Investment Officer. This position is responsible for all aspects of accounting and finance functions in the organization and participates as a key member of the management team. The ideal candidate will have a CPA designation, with experience in public practice. ***This position will be covering for a maternity leave, with an anticipated start date of March 4, 2019. The contract is expected to end in October 2019; however, there is a possibility of an extension to January 2020.***

Key responsibilities in this role:

- Prepare monthly and annual financial statements and analysis;
- Prepare reports to the boards of trustees and present financial statements and analysis to the boards of trustees;
- Review and maintain timely cash flow forecasts,
- Main point of contact for our external auditors, including preparation and delivery of all relevant audit materials and working papers, as requested
- Finalize audited financial statements and notes, reviewing for accuracy and consistency

- Manage banking requirements and relationship with bank managers,
- Supervise, coach and mentor accounts payable staff,
- Develop and oversee accounting policies and procedures,
- Maintain daily department operations (such as daily transfers/payments/bank activity review/cheque signing/journal entry review)

YOU HAVE

- Chartered Professional Accountant (CPA) designation (CA Legacy designation preferred) and 5+ years' experience in a management capacity
- Experience working in Public Practice
- The ability to verbally present financial information, clearly and effectively, to non-accountants
- Strong verbal communication and interpersonal skills, together with a customer service focus and a professional and respectful approach.
- Attention to detail in all areas of work, and strong organizational skills with the ability to balance competing priorities and effectively deal with changing situations or priorities.
- Ability to work with individuals from other departments to achieve The Plan Office's objectives.
- Advanced proficiency with Microsoft Office suite, especially Excel
- Experience preparing GST/HST and Trust returns
- Experience and understanding of working within a unionized environment

ADDITIONAL INFORMATION

The IWA–Forest Industry Pension and LTD Plans are responsible for the management and protection of large amounts of confidential information. All employees are expected to understand the requirements of and act in accordance with provincial privacy laws as well as to adhere to internal controls and policies to ensure confidential information is not revealed to or distributed or discussed with anyone other than as required to perform the duties of the position. We thank you for your application; however, only successful applicants will be contacted.

HOW TO APPLY

Please forward your resume with cover letter to hr@iwafibp.ca by Friday, November 16, 2018.