

CAREER OPPORTUNITY - MANAGER, FINANCE

ABOUT THE PLAN OFFICE OF THE IWA-FOREST INDUSTRY PENSION AND LTD PLANS

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 \$3.6 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 sector 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.

POSITION

The Manager, Finance position reports to the Chief Executive Officer and maintains a close working relationship with the Chief Investment Officer. This position is responsible for preparation of the financial statements for the IWA-Forest Industry Pension Plan and IWA-Forest Industry Long Term Disability Plan and provides leadership and coordination in the accounting and budgeting efforts of the organization and participates as a key member of the management team.

Some of your key responsibilities are:

- Manage the annual budgeting process as well as monitor and analyze monthly operating results against budget. Present to the Board of Trustees and/or Audit Committee,
- Establish and maintain appropriate internal control safeguards,
- Develop and maintain cash forecasts,
- Present audited financial statements for the pension plan, LTD plan, and Safety and Health Research Trust to the Board of Trustees and/or Audit Committee,
- Attend Board and/or Audit Committee meetings as appropriate to present and respond to queries from Trustees and advisors on all aspects of the plans' financial reporting,
- Liaise with and maintain working relationship with external auditors and prepare year end working papers,
- Manage banking requirements and relationship with bank managers,
- Supervise, coach and mentor accounts payable staff,
- Develop and oversee accounting policies and procedures,
- Coding invoices, signing cheques and stepping in for Accounts Payable
- Other duties as assigned

YOU HAVE

- Chartered Professional Accountant (CPA) designation (with a strong preference for the CA legacy designation) and 5+ years' experience in management capacity
- Strong written, presentation, 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.

ADDITIONAL INFORMATION

The IWA–Forest Industry Pension and LTD Plans is 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.

HOW TO APPLY

Please forward your resume with cover letter to hr@iwafibp.ca.