

Employment Opportunity

DIRECTOR OF FINANCE AND OPERATIONS

Summary

Working Enterprises Ltd. seeks a full-time Director of Finance and Operations to provide financial and operational oversight to Working Enterprises and its dynamic and growing group of associated for-profit and non-profit enterprises. This is a leadership position in a team-oriented organization reporting to the CEO of Working Enterprises. It is located in Vancouver, BC.

Qualifications

- University degree or equivalent experience in Accounting, Commerce, or Business Management/Administration or equivalent
- Six years financial and operational responsibility
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Responsibilities

- Financial planning, preparation of budgets, controls, analysis of financial information, cash flow management, oversight of payroll, accounts payable and accounts receivable, reporting to governing boards.
- Oversee implementation of human resources policies
- Manage finance, administration and IT support staff
- Act as the primary contact person for bargaining unit relations and collective bargaining.
- Support preparation of board governance materials
- Provide general administration oversight, including management of all leases, contacts and other financial relationships.

Competitive salary and bonus.

Please submit a cover letter and resume by email to jobs@wegroup.ca or by fax (604) 408-2525. This posting will remain open until filled. No phone inquiries please. We thank all applicants for their interest. Only those selected for an interview will be contacted.

ABOUT Working Enterprises

Founded in 1991, Working Enterprises is a Vancouver-based holding company that provides financial, travel, and other services to unions, credit union members, and the general public. For more information on the Working Enterprises Group of Companies and related organizations, please visit www.wegroup.ca."

June 4, 2010