



CHIEF FINANCE AND INFORMATION OFFICER POSITION DESCRIPTION

Society Overview

The Freshwater Fisheries Society of BC (FFSBC) is an independent, non-profit organization governed by a Board of Directors. Our mandate is to enhance and conserve BC's freshwater fisheries for public benefit. Working in partnership with government, industry and anglers, our goal is to make fishing in BC even better through the enhancement and conservation of BC's freshwater fish resources.

Freshwater sport fishing is an important cultural, recreational, and economic contributor to the province. Each year, more than 300,000 licensed anglers spend about \$500 million in BC, with much of the economic activity taking place in rural areas. About 50% of all angling activity takes place on the over 800 lakes and streams we stock. The Society also plays a key role in delivering a wide range of conservation services needed to protect, and in some cases restore wild fish populations, including the endangered white sturgeon. We also conduct fisheries research, promote and educate the public about recreational fishing, and work to make angling more accessible for all.

We own and operate six major fish hatcheries located in Duncan, Abbotsford, Summerland, Clearwater, Fort Steele, and Vanderhoof. We also operate a trout distribution centre in Prince George and nine egg collection stations situated throughout the province. Seasonally, we offer guided tours at our Abbotsford, Fort Steele, Summerland and Vanderhoof locations as well as programs for groups at our Abbotsford and Fort Steele locations.

Working for the FFSBC is more than a job. It's a chance to be part of a unique organization that's making a real difference in the future of BC's fisheries.

Purpose of Position

The Chief Finance and Information Officer, in compliance with the professional standards, corporate by-laws and provincial regulations, is responsible to coordinate the delivery of support services. These services are delivered in accordance with the strategic plan and operating business practices related to the efficient management of finance, marketing and information. As a champion and professional leader of these areas, the incumbent promotes efficient, client focused services and encourages innovative thinking in achieving operational and budget targets.

The incumbent is a member of the Senior Management Team (SMT), reports to the President, and is responsible to provide quality services for all financial management and accounting functions, including preparation of annual operating budgets and audit, implementation of key strategic marketing activities, and management of information systems and technology. The incumbent acts as the Chief Financial Officer for the Society and provides reporting to the Audit and Finance Committee (AFC) and Board of Directors.

Specific Accountabilities/Deliverables

Functions and responsibilities include but are not limited to the following:

Risk Management

- Reviews, analyses and advises SMT on impact of investments, process improvements or cost containments relating to current, new or changing initiatives and develops strategies to maximize revenue growth and minimize financial risks;
- Leads an annual review of the Society's' risk registry with SMT;
- Negotiates agreements with stakeholders and monitors existing contracts to ensure that they are in the best interest of the Society;
- Manages all aspects related to general commercial liability and property insurance;
- Responsible for policies, procedures, processes and systems related to financial management and controls to ensure the Society is in full compliance with generally accepted accounting principles, applicable legislation and ensures that they are effectively implemented throughout the Society;
- Responsible to ensure information technology standards are in line with best practices to mitigate cyber security risks;
- Analyses the costs, value and risks associated with information technology and suggest actions;
- Ensures appropriate oversight to audit function and ensures audit programs (financial, information systems and network) are in place for the Society;

- Responsible for the financial and information system disaster recovery and business continuity plan.

Leadership / Communications

- In collaboration with the other senior managers, establishes a culture of service excellence, a culture where there is commitment to service, innovation, energy, passion and where creativity flourishes;
- As a member of the SMT, participates in the implementation of a strategic service delivery plan that establishes goals, identifies key strategic issues and sets objectives for the Society;
- Provides leadership in the development and continuous evaluation of short and long-term strategic financial objectives;
- Develops positive working relationships and maintains effective communication with a variety of stakeholders including, but not limited, to Board members, governing regulatory bodies, management team and direct reports;
- Provides positive effective leadership for all aspects relating to the Finance, Marketing and Information Systems teams; models and promotes effective collegial working relationships and open communication throughout the Society consistent with its vision, values, strategic objectives and priorities, and operating principles.

Finance and Accounting

- Oversees the accounting functions to ensure adequate records, controls and reporting systems are maintained;
- Manages the accounting staff;
- Prepares, in conjunction with management, the annual operating and capital budgets and presents them for approval by the AFC and Board of Directors;
- Analyses financial reports and discusses major variances with Managers or SMT;
- Prepares and presents annual financial statements, quarterly results and forecast reports to the AFC and Board of Directors;
- Approves any purchase of extraordinary supplies or services not considered to be a regular budget item;
- As authorized signer for the Society, reviews all invoices and approves all payments;
- Responsible for cash management and borrowing requirements;
- Monitors cashflow needs and maintains adequate forecasts;
- Invests excess short-term funds to maximize returns and ensures long term placements are in accordance with policy;
- Within the context of the Society's strategic plan, develops a multi-year corporate financial plan;
- Responsible for coordination of annual external audit;
- Prepares financial and statistical content for the Society's Annual Report;
- Ensures accurate and timely reporting to funders.

Information Systems and Technology

- Oversees all services related to information systems and technology;
- Establishes, implements and maintains an operational plan for all information and network requirements in accordance with the strategic objectives;
- Manages all related support service contracts and applicable staff;
- Develops and manages the annual budget for all related goods and services;
- Prepares and maintains a renewal plan for all software and hardware;
- Directs acquisitions and approves all related expenses;
- Monitors user Helpdesk requests for completion on a timely basis;
- Prioritizes workload and ensure projects are completed within the established timelines;
- Manages all communication contracts (i.e. landlines, mobility and internet) and related lease agreements (i.e. photocopiers) across the Society's locations;
- Provide network health status reports to the President quarterly;
- Reports network security breaches to the President and Board of Directors, if applicable.

Marketing and Communications

- Oversees the implementation of the corporate marketing and promotional activities in accordance with the strategic objectives;
- Manages the marketing team;
- Develops standards and performance measures to monitor and evaluate the effectiveness of marketing to advance recreational sport fishing and encourage best practices.

Other

- Prioritizes and manages associated Finance, Marketing and IT budgets, including human resources, in accordance with the Society's financial and administrative policies and procedures;
- Adheres to applicable collective agreements governing direct reports;

- Completes annual performance reviews of direct staff;
- Recommends changes to human resources policies as required;
- Pursues professional development through relevant participation in continuing education;
- Performs other related duties as assigned.

Selection Criteria

Education and Experience

- Chartered Professional Accountants (CPA) designation;
- Continuing education in project management, marketing/communications and/or information technology is preferred;
- A minimum of 5 years progressive financial experience;
- Demonstrated senior management experience including financial management, budgeting, financing, accounting, financial reporting, forecasting and balance sheet recording, preferably in a non-profit environment;
- Experience with electronic financial accounting systems, specifically Microsoft Dynamics GP and Microsoft Office proficiency;
- Experience preparing or auditing financial statements;
- Experience managing marketing and communication strategies;
- Experience managing IT systems and infrastructure and experience planning IT implementations;
- Experience managing multi-disciplinary teams in a multi-site unionized environment.
- Equivalent combinations of education and experience may be considered.

Knowledge

Demonstrates knowledge and support for:

- Canadian generally accepted accounting principles (GAAP) and Canadian accounting standards for not-for-profit organizations (ASNFPPO);
- Internal control systems and procedures;
- The Society's Act of BC;
- Knowledge related to IT systems and infrastructure
- Knowledge related to marketing and communication strategies
- Collective agreements, Employment Standards and HR policies and procedures;
- FFSBC's vision, mission and values;
- Workplace Health and Safety and safe work practices.

Abilities and Skills

- Professional leadership, consultation, negotiation, relationship-building and management skills with a proven track record of establishing a climate of cooperative relationships at all levels;
- Ability to be diplomatic, tactful and utilize strong interpersonal skills;
- Ability to exercise judgement and think strategically in an evolving work environment;
- Ability to anticipate the short and long-term consequences and risks of strategies;
- Ability to implement operational plans, budgets and best practices and evaluate results;
- Leads by example and coaches' others to work co-operatively and productively;
- Must have excellent communication, organizational skills and decision-making abilities.

Provisos

- Some travel and work outside of normal hours of operation is required.
- Position excluded from Union membership.