

## **Nova Scotia Association of REALTORS**

### **Manager of Finance**

**Summary:** Reporting to the Chief Executive Officer, the Manager of Finance is responsible for the effective management of NSAR's financial resources and the administration of the employee's total compensation. The incumbent supervises the Accounting Clerk and Bookkeeper.

#### **Responsibilities:**

##### **Financial Management**

Ensure the effective management of financial resources by:

- Ensuring compliance with all legislation, principles and policies
- Monitoring revenues and expenditures against budgets
- Adhering to procurement guidelines, acquiring goods and services in the most cost-effective manner, and managing the related contracts
- Accurately forecasting budget requirements for the fiscal year
- Preparing financial statements
- Managing the accounting software and systems
- Generating reports
- Providing financial information
- Responding to requests for information
- Cashflow responsibilities, including monitoring incoming and outgoing payments and reporting variances as needed

##### **Administration**

Ensure the effective management of the components of employees' total compensation by:

- generating report
- Contributing financial information to the budgeting process
- Reviewing and correcting data before releasing it to the third-party payroll administrator for processing
- Setting up new employees and modifying employee data in the payroll software

##### **Leadership & Human Resources Management**

Ensure the effective management of human resources by:

- Setting and evaluating staff performance targets
- Promoting diversity and a healthy, respectful workplace
- Demonstrating the leadership competencies
- Respecting corporate human resources practices
- Promoting teamwork and individual development
- Maintaining internal communication

##### **Member Services**

Manages staff that ensure members' access to Property Online (POL) by:

- Managing the software
- Setting up new members

- Assigning passwords
- Billing for usage

Manage staff that ensure the key management/electronic lockbox system (Supra) is available to members by:

- Managing the software and the inventory
- Acting as a back-up in giving new members their authorization codes
- Providing support to new members as they learn how to use the tool

#### **Other**

- Perform other related duties as assigned

### **Technical Competencies**

#### **Education**

- Undergraduate degree in Commerce, Business Administration, or Accounting from a recognized educational institution or an equivalent combination of education and experience
- Canadian Chartered Professional Accountant (CPA) certification preferred

#### **Experience**

- 5 years of senior accounting, budgeting, and supervisory experience
- High level of proficiency in accounting and/or database software

### **Behavioural Competencies**

#### **Core Competencies**

**Achievement Motivation:** Is energetic and committed to meeting goals and targets set, even when tasks are repetitive; actively reviews schedules and plans to avoid unnecessary over runs; wants to do things well and consistently delivers to best of own ability; willing to respond to reasonable requests to do tasks that go beyond normal scope of job.

**Analytical thinking/Problem Solving:** Takes a proactive approach to anticipating, preventing, and solving problems by collaboratively analyzing and prioritizing situations to identify and solve problems; implements sustainable solutions that increase efficiency and improve quality, by develops/constructs plans, making clear, transparent, timely decisions, that align with organizational goals.

**Attention to Detail:** Accomplishes a task through concern for all the areas involved, no matter how small. Proofreads documents to ensure correct grammar, spelling, and formatting. Monitors and checks work or information and plans and organizes time and resources efficiently.

**Business Orientation:** Consistently delivers required business results; sets and achieves achievable, yet aggressive, goals; consistently complies with quality standards and meets deadlines; maintains focus on the organization's goals in keeping with fiduciary and financial responsibilities and integrity.

**Client/Member Service:** Is dedicated to meeting the expectations and requirements of clients/members in a manner that provides satisfaction for the client/member and fosters loyalty. Is respectful of others, helping or serving them to meet their needs by discovering those needs and figuring out how to best meet them.

**Respectful:** Effectively promotes a respectful, equitable work environment in which each person is accepted and has the opportunity to grow and develop; demonstrates behaviors that include fairness, respect, inclusiveness, empathy, integrity, and ethical conduct; actively works to identify and mitigate own biases; displays appreciation for and recognizes the value of input and contributions informed by diverse backgrounds and experiences; recognizes people's diverse needs and perspectives (e.g. language differences, cultural differences, disabilities, and personal family circumstances); monitors the work environment, to identify barriers to equity and a sense of belonging and takes appropriate action; holds self and others accountable for making principled decisions; respects the confidential nature of the work.

#### **Job-Specific Behavioural Competencies**

**Commitment to Learning:** Demonstrates a commitment to learning by proactively seeking opportunities to develop new capabilities, skills, and knowledge; acquires the skills needed to continually enhance his/her contribution to the organization and to his/her respective profession.

**Communication:** Able to write in a variety of communication settings and styles; can get messages across that instigates appropriate actions; orally communicates positively in a variety of formal and informal settings; actively listens.

**Concern for Order and Quality:** Monitors and checks work or information, insisting on clarity of roles and functions, setting up and maintaining systems of information to reduce uncertainty in the surrounding environment.

**Creativity and Innovation:** Questions whether the current approach is still the best approach; strives to come up with different ideas to make improvements; looks at best practices from other organizations and determining what could be transferred; focuses on the value of finding new ideas and acting on them.

**Developing Others:** Involves a genuine intent to foster the learning or development of others with an appropriate level of need analysis. Its focus is on the developmental intent and effect rather than on a formal role of training. It requires a genuine intent to develop others with some thought or effort and does not include routinely sending people to formal training programs.

**Directiveness:** Persuades others to comply with one's wishes where personal power or the power of one's position is used appropriately and effectively by giving basic and detailed directions, speaking assertively, setting standards, monitoring performance, identifying, and communicating performance issues and consequences, and holding others accountable.

**Risk Management:** Plans for and manages risk. Communicates the impact of identified risks and recommends corrective action. Develops solutions to mitigate risk and maximize value. Evaluates controls to help mitigate negative outcomes through prevention or detection and correction. Quantifies and assigns probabilities to risks and opportunities (level and likelihood). Ensures ongoing compliance with regulatory requirements. Focuses on clients, and other stakeholders in the planning stages. Effectively manages the necessary structure and internal and external resources required to achieve the plan. Conducts periodic review of activities to ensure work in compliance with risk objectives.

**Teamwork and Cooperation:** Works cooperatively, with a positive attitude with others to achieve common goals. Willingly co-operates; is friendly and cooperative. Keeps other team members up to date. Addresses conflicts or issues within the team in a positive and open manner.

### **Contacts and Purpose of the Interaction**

Internal Co-workers:

- All staff members to share and receive information.
- Supervises the Accounting Clerk and Bookkeeper

Internal Members and Brokers:

- All members to share and receive information

External:

- Bank representatives, auditors, third-party administrators, and vendors to provide and receive information

### **Working Conditions and Physical Demands**

- 70 hours bi-weekly with significant amounts of overtime required at budget time and year-end.
- Assigned a company cell phone.

#### **A Physical Environment**

- Typically located in a comfortable office environment.

#### **B Physical Effort**

- Physical demands are those associated with being in a normal office environment and using typical office equipment, and may include sitting, standing, walking, stooping, bending, climbing.
- Ability to carry 10 kg over short distances unaided.

#### **C Sensory Attention**

- Constant reviewing reports requiring diligence and close attention to interpret effectively.

- Acute listening and presentation skills when working with stakeholders.

**D Mental Pressures**

- Competing deadlines and frequent changes to priorities are significant.
- There is a need to manage stressful situations in a calm manner.

To apply, please submit your application here:

[https://jobs.careerbeacon.com/details/manager-of-finance/2227078?utm\\_source=sharepage-friends&utm\\_medium=in-app&utm\\_campaign=refer](https://jobs.careerbeacon.com/details/manager-of-finance/2227078?utm_source=sharepage-friends&utm_medium=in-app&utm_campaign=refer).

We are accepting applications until the end of day Sunday, May 31.