





MANAGER, FINANCE & ADMINISTRATION

INFORMATION

 psea.bc.ca

 Vancouver, BC

EXPERIENCE

- Financial management
- Executive support
- Administrative operations
- Board administration
- Human resources

SKILLS & COMPETENCIES

- Collaborative
- Solutions orientated
- Team player
- Interpersonal communication
- Cultural awareness

TO APPLY

Letter of Introduction & resume via email to
Harbour West Consulting

Post-Secondary Employers' Association is located and acknowledges the land of the Coast Salish peoples—Skwxwú7mesh (Squamish), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations.

ORGANIZATIONAL PROFILE

The Post-Secondary Employers' Association (PSEA) is the employer bargaining agent for all public colleges, special-purpose teaching universities, and institutes in British Columbia. The role of PSEA is to coordinate human resources and labour relations on behalf of its 19 members. PSEA provides leadership and technical expertise in the following areas:

- Collective Bargaining
- Executive Compensation
- Labour Relations
- Job Evaluation
- Legal Services
- Benefits Administration Coordination
- Education and Training
- Contract Interpretation

ABOUT THE ROLE

Reporting to the Chief Executive Officer (CEO), the Manager, Finance & Administration provides advanced level financial and administrative support to the CEO, and Board of Directors, and is responsible for office administration. The Manager supports the strategic direction and financial sustainability of the organization, with direct oversight of financial and administrative operations, including implementation of financial and organizational best practices. The Manager has direct oversight of the development and maintenance of financial policies, procedures, controls, reporting, and standards for the Post-Secondary Employers' Association.

This is an excellent opportunity for an innovative, experienced finance and administration professional with knowledge of financial best practice within the broader public sector. The ideal candidate will have a post-secondary education in Accounting or Finance, a minimum of seven (7) years of relevant professional experience in a senior role, including direct experience working in and/or supporting a professional association, non-profit and/or public sector organization. The role requires excellent interpersonal communication and collaboration skills, with a high attention to detail and a commitment to building a positive and effective organizational culture.

The annual salary range for this role is \$84,194.37 to \$105,243.22

CONTACT DETAILS

Harbour West Consulting believes equity, diversity, and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone – no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

Should you be interested in learning more about this exciting opportunity with the Post-Secondary Employers' Association, please contact Harbour West Consulting at 604-998-4032 or forward your resume and letter of introduction, in confidence, to info@hwest.ca. We will respond to all who express interest.

