



Canadian Mental
Health Association
British Columbia

JOB OPPORTUNITY

INTERNAL PROCESS SPECIALIST (1 Year Term)

The Canadian Mental Health Association, BC Division currently has an opportunity for an experienced **Internal Process Specialist** who excellent analytical, strategic and project management skills to work with us for a one year period. Reporting to the Senior Director, Operations, the Internal Process Specialist will review CMHA BC Division's financial, business, human resources and resource development processes and workflows with the objective improving back-office processes and driving organizational and financial efficiencies.

WHAT THE ROLE INVOLVES:

The main duties of the role will include (but is not limited to):

- An analytical review and evaluation of current financial and business process and systems (e.g. IM/IT platforms, contractors) across:
 - a. All CMHA BC programs;
 - b. Accounting, HR and general administrative functions; andprovide recommendations for eliminating redundancies/duplications, improving processes and driving efficiencies.
- Reporting on the areas of investment needed to facilitate improved functionality, efficiency and cost-control, based on value for money criteria
- Implementation of the recommendations approved by CMHA BC leadership.
- Reporting - Develop new financial reports and reporting processes for:
 - a. Program revenues/expenses
 - b. Core services revenues/expenses
 - c. Fundraising
 - d. Amount of funding support given to Programs from Core Services to cover overheads
 - e. Budget development

The Internal Process Specialist will work with the Senior Director, Operations to develop a work plan that will outline key review areas and timelines for the role.

WHAT YOU WILL BRING TO THE ROLE:

We are looking for someone with a professional financial/business management accreditation such as Certified General Accountant (CGA), Certified Professional Accountant (CPA), or Certified Management Accountant (CMA). A master's degree in Business Administration may be considered.

You will also have:

- At least 5 - 10 years of experience in operations, finance and information systems.
- Must be able to see the big picture, understand project objectives and be able to apply an understanding of how processes should work to operational improvement initiatives.
- Strong project management experience; ability to develop, monitor and evaluate multiple projects with multiple deliverables and deadlines and lead projects through completion.
- A strong understanding of auditing processes, as well as knowledge of accounting methods and controls, procurement practices, human resources areas, and the ability to work with a variety of related software applications
- Excellent communications skills - both orally and in writing - to successfully bring about positive changes.
- Previous experience executing new system implementation or expansion.
- Strong relationship building skills and demonstrated ability to function and participate as a member of a team;
- Ability to deliver effective and efficient solutions that can be realistically implemented.
- Experience working in a not-for-profit and/or Federated governance structure

This position requires the ability to exercise good judgment and to work with sensitive, critical and confidential matters in a professional manner.

WORKING CONDITIONS

Located in downtown Vancouver, we offer a flexible work environment along with a competitive salary and benefits package.

The usual work week is 37.5 hours a week working Monday through Friday. There may be occasional periods where work outside normal office hours is required in order to meet program requirements.

Application Process:

We will consider applications from interested candidates who submit a resume and cover letter describing how you meet the qualifications outlined above. **Please submit in PDF format by August 31st, 2018 to human.resources@cmha.bc.ca**

We regret that only short-listed candidates will be contacted to schedule an interview.

CMHA, BC Division is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

Located on the unceded territories of the Coast Salish Peoples.