# Finance Manager

Dominion Tours Inc

Job ID
**51238**

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| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 3938 Kitchener Street, ,, Burnaby, BC \| British Columbia | 25-08-2026 | 21-02-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD $58 to $60 hourly | 3 years to less than 5 years | Master's degree |

## Job Details

FINANCE MANAGER

Dominion Tours Inc.
Location: 3938 Kitchener Street, Burnaby, British Columbia V5C 3M2
Work arrangement: On-site
Vacancies: 1
Employment type: Permanent, full-time
Wage: $58.00 to $60.00 per hour, to be negotiated
Hours: 40 hours per week
Start date: As soon as possible
Language of work: English
NOC: 10010 – Financial managers

ABOUT DOMINION TOURS INC.

Dominion Tours Inc. is an established tourism and transportation company providing sightseeing tours, group travel, private tours, incentive travel and transportation services in Western Canada.
Dominion Tours Inc. is seeking an experienced Finance Manager to direct and oversee the company’s financial operations, budgeting activities, financial controls and management reporting. The successful candidate will advise senior management, oversee the preparation and analysis of financial information, supervise staff and support sound financial decision-making throughout the organization.

MAIN DUTIES AND RESPONSIBILITIES

## Job Description

The Finance Manager will:

• Assign financial projects and activities to employees to improve business decisions.
• Coordinate the organization’s financial operations and budget activities to optimize financial performance.

• Direct finance and administrative staff and establish departmental priorities.
• Plan and control budgets and expenditures.
• Review budgets and financial reports for specific projects and operational activities.
• Establish and implement financial policies, procedures and internal controls.
• Monitor financial-control systems and recommend appropriate improvements.
• Oversee the collection and analysis of financial data.
• Oversee the preparation of financial and management reports.
• Advise senior management concerning financial planning, cost control, operational efficiency and profitability.
• Conduct performance reviews for finance and administrative personnel.
• Project cash flow and financing requirements.
• Develop financial policies and procedures and attend to other financial-management responsibilities.
• Analyze revenues, operating costs and profitability across the company’s tourism and transportation services.
• Coordinate financial planning and cost-control activities with Operations, Reservations, Sales, Product Development, Fleet and Maintenance, and other departments.
• Oversee financial planning and cost control related to fleet operations, including fuel, insurance, maintenance and other vehicle-related expenditures.
• Coordinate financial reporting and compliance requirements with external accountants, auditors, financial institutions and government authorities.

AREA OF SPECIALIZATION

• Financial planning.
• Revenue and cost analysis.

EDUCATION

• Master’s degree in finance, accounting, business administration, economics, management or a related field.

EXPERIENCE

• Three years to less than five years of progressive professional experience in financial planning, budgeting, financial analysis, accounting or financial management.
• Experience supervising accounting, financial or administrative personnel.
• Experience preparing or reviewing budgets, forecasts, financial reports and variance analyses.
• Experience establishing or monitoring financial policies, procedures and internal controls.
• Experience providing financial analysis and recommendations to senior management.
• Experience in tourism, transportation, hospitality or another operational service environment is an asset.

COMPUTER AND TECHNOLOGY KNOWLEDGE

• Proficiency in Microsoft Excel.
• Proficiency with computerized accounting or financial-management software.

PERSONAL SUITABILITY

• Organized.
• Strong analytical and problem-solving abilities.
• Sound professional judgment.
• Strong leadership and interpersonal skills.
• Excellent attention to detail.
• Ability to establish priorities and work effectively under deadlines.
• Ability to maintain the confidentiality of financial and business information.

BENEFITS

• Health care plan.
• Long-term care insurance.

HOW TO APPLY

Please submit your résumé and a cover letter explaining how your education and professional experience meet the requirements of the position.

Applications may be submitted by email to:

info@dominiontours.com

Email subject: Finance Manager Application

The employer may request references attesting to the applicant’s experience or letters of recommendation later in the recruitment process.

WHO CAN APPLY

This recruitment is directed to Canadian citizens and permanent residents of Canada. Only applicants who are Canadian citizens or permanent residents will be considered for this recruitment process.
Only applicants selected for an interview will be contacted.

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