

Linda A. McKay  
4993 1<sup>st</sup> Avenue  
Delta, BC V4M 1B4

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#### Education and Training

**Bachelor of Arts Degree (Administrative Studies); Certified Management Accountant (CMA); CICA Professional Development continued participation on Canadian GAAP and IFRS**

#### Association/Professional Organizations

Current member, Certified Management Accountants Society of British Columbia and the Vancouver Chapter, Financial Management Institute of Canada (FMI); Past President, Regina Chapter, FMI

#### Experience and Work History

Proven experience in financial analysis, cash management, forecasting, budgeting and financial reporting; development and implementation of policies and procedures; human resource management and liaison with various levels of government

#### **Position: Manager, Finance and Administration**

Employer: Homeowner Protection Office  
Status: Current Employer  
Immediate Supervisor: Chief Executive Officer

Supervision: 5 direct; 4 functional  
Term: February 2004 to closure.

#### **Duties and responsibilities:**

*Provides a diverse range of corporate services: professional accounting services, financial management, planning and reporting; budgeting, fiscal forecasting and cash management, IT infrastructure support, governance support to the Board of Directors and human resource management.*

- >develop corporate multi-year budgets and fiscal forecasts, preparation of central agency financial reports and schedules and briefing documents
- >undertake cash management activities including borrowings
- >develop accounting and financial management policies and implement policy changes
- >manage several accounting activities: accounting and payroll services, IT infrastructure support services, and general office support services utilizing ADP Payroll, ACCPAC and excel spreadsheet applications
- >manage the year-end audit process and prepare year-end financial statements and schedules
- >coordinate IT acquisitions, renewals of licenses and warranties, and IT infrastructure upgrade projects

#### **Position: Manager, Financial Reporting**

Employer: BC Liquor Distribution Branch  
Provincial Agency  
Status: Past Employer  
Immediate Supervisor: Comptroller, Financial Planning and Reporting

Supervision: 1 direct; 10 functional  
Term: May 2001 – February 2004

#### **Duties and responsibilities:**

*Responsible for designing, developing and maintaining the Branch's financial information system.*

- >maintain a General Ledger System by updating a corporate Chart of Accounts, departmental reporting structure, financial calendars, including the maintenance of a financial reporting structure for other Branch software applications such as PeopleSoft Personnel Integrated Information Management System Payroll department table and Earn/GL Cross-Reference Table and provide support for setting up vendor information.
- >manage the period-end and year-end close processes and manage the fiscal year end and interim accounting reporting
- >produce a complete set of financial statements and conduct variance analysis
- >participate in IT system testing

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**Position: Manager, Finance and Administration**

Employer: Sask Wetland Conservation Corporation  
(Sask Watershed Authority), Provincial Crown  
Status: Past Employer  
Immediate Supervisor: General Manager

Supervision: 1 direct; 20 functional  
Term: May 1990 – May 2001

**Duties and responsibilities:**

*Responsible for delivery of accounting, financial management information systems support, contract control and compensation and benefit administration.*

- >develop and maintain a comprehensive corporate accounting and financial management information system
- >develop and manage a system of contract control to ensure that revenues are collected and expenditures are made in accordance with the terms and conditions of agreements, provincial, federal and international
- >act as the Saskatchewan Database Administrator to manage and maintain Saskatchewan data to ensure all North American Waterfowl Management Plan contributions and expenditures/accomplishments are fairly presented in national and international reports
- >produce monthly, quarterly and year-end financial statements and schedules and make presentations to the Board of Directors

**Active Volunteer in the Community**

**Community Liaison Committee Member appointed by Port Metro Vancouver for the Third Berth Delta Port Project** with a three-year term

**Delta Hospice Cottage Store Volunteer**, assisting staff with pricing, display of clothing and miscellaneous articles and assisting customers with selection of items

**Sun Run Participant** for the last five years

**Past:**

**Recreation Community Programmer**, Arcola East Community Association, developing and coordinating delivery of community programming for adults, teens and children, coordinating program registrations and ensuring appropriate space for delivery of programs, booking contractors, and providing status reports to the Executive Committee of the Board

**Part-time Lecturer/Session Leader**, Saskatchewan Institute of Science and Technology/Society of Management Accountants in Saskatchewan

**Regina Citizens Police Academy Alumni**

**Board and Committees**

Financial Management Institute of Canada (FMI) Past President and continuing member; Saskatchewan Economic Development Board; Community Services Grants Board; Science Centre Board of Directors; Ducks Unlimited Ladies Committee; Executive Member of the Arcola East Community. Mayor's Community Volunteer Award in Recreation for 2000