

Job posting Manager, Finance

Job title: Manager, Finance
Hours: 35 hours per week
Contract Type: 12 months contract, with possibility of extension
Tentative Start Date: September 22, 2022
Posting Date: Aug 11, 2022
Reference Number: CLNU-2022-10
Deadline to apply: September 12, 2022

CultureLink is a Not for Profit Charity settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. Passionate about providing innovative services, we adapt to changes and create new programs that best respond to and address our clients' specific needs.

Our team of more than 70 staff members, speaking more than 30 languages, is dedicated, knowledgeable, and multicultural. We serve around 10,000 participants on average each year.

Our services connect cultures to build welcoming communities. We assist newcomers looking for employment, help families navigate the school system, and provide youth with the skills necessary for bright and successful futures. We support refugees and bring together new and established Canadians.

Job Summary

Reporting to both the Director, Finance and the Chief Executive Officer (CEO), the Manager, Finance will work closely with the Executive and Management team. The Manager, Finance will be responsible for day-to-day financial operations including reporting, payroll and benefits administration, statutory compliance as well as developing, managing and monitoring organizational budget, fundraising projects, and ensuring overall organizational effectiveness in financial and accounting functions. The successful candidate is a pro-active problem solver and works effectively as both a leader and a team member, responsible for stewarding relationships with diverse funders and stakeholders.

Responsibilities

- Sets agency-wide annual revenue targets and expenses by developing annual budgets for review by the CEO and Finance committee
- Assists program managers to set annual program budgets
- Ensure that the key assumptions within the organization's financial plan and annual budget proposals are appropriate while also providing input on these matters.
- Monitors agency and program budgets on a monthly, quarterly and bi-yearly basis; Providing variance analysis and budget availability for decision making
- Develop and produce timely and accurate financial statements/reports in aligned with the needs of the users, matching generally accepted accounting principles

- Collaborates with the CEO and Management Team to create a Fund Development Plan to support the strategic direction of the organization by increasing revenues
- Collaborates in identifying potential sources of funding and prepares/coordinates the development of funding proposals and/or applications for submission to funding sources
- Performs various general grant preparation and administration functions such as submitting periodic claims, contract amendments, etc.
- Advises on the likely financial consequences of all proposed courses of action
- Support CEO/ Finance Committee for periodic review of the financial operating policies, procedures and guidelines
- Develops, implements, and ensures compliance with internal financial/accounting policies and procedures;
- Ensures smooth conduct of financial monitoring by funders, statutory audit and liaise with external auditors;
- Complies with CRA filings and other statutory regulations prevalent in Ontario and Canada in a timely and accurate manner
- Ensures compliance with the board-approved financial and risk management policies and procedures.
- Supervises Bookkeeper and is able to perform payroll, accounting and transaction processing independently when necessary;
- Collaborates with the HR office to utilize both the financial and HR resources efficiently and effectively;
- Actively participate as a member of the Management Team towards the mission, vision and overall direction and day-to-day organizational management.
- Foster a work environment which upholds CultureLink's values of respect for all (the board, volunteers and staff)
- Any other duties as required

Qualifications

This position requires a **minimum** completion of:

- Post-Secondary degree in a relevant field (Accounting, Business Administration/Finance) and/or professional Finance/Accounting designation
- Minimum three years' experience in financial accounting preferably in a Not-for Profit environment

In addition, candidates should possess the following:

- Demonstrated ability to manage, monitor and coordinate an organization's fiduciary obligations and manage/oversee the organization's financial operations
- Demonstrated ability for developing project budgets; monitoring performance, and propose corrective measures to meet funder covenants
- Strong familiarity with fund accounting, cost center accounting, payroll and employment laws
- Excellent written and verbal communication skills with proficiency with intermediate Word and Power Point and advanced Excel
- Thorough understanding of all aspects of financial accounting and experience in working with QuickBooks/Simply Accounting

- Ability and experience in working under tight deadlines both independently and cooperatively.
- Vulnerable Sector Screening within the past six months
- Enhanced vaccine certificate showing proof of full vaccinations

To apply

Please submit your cover letter and resume to the Executive Assistant at jobspd@culturelink.ca, quoting the reference number (CLNU-2022-10)

CultureLink works within an anti-oppression framework and is committed to equity. We value diversity and inclusion, and strongly encourage applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Upon request, CultureLink will provide accommodations for people with disabilities throughout the selection process.

This position will be posted until it is filled. We will be reviewing applications as they are submitted. We thank all candidates for their interest and advise that only those selected for an interview will be contacted.