

## **Job posting Manager, Finance**

**Job title:** Manager, Finance  
**Contract Type:** Full time, 35 hours per week  
**Reports to:** Chief Executive Officer  
**Tentative Start Date:** Open  
**Posting Date:** Feb 16, 2024  
**Reference Number:** CLNU-2024-03  
**Deadline to apply:** Open till filled

CultureLink is a Not for Profit Charity settlement and community organization with 35 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.

CultureLink has a team of over 70 staff members, speaking more than 30 languages, and is funded by various levels of Government, United Way Greater Toronto, various foundations, Corporates and charitable giving. 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 the Chief Executive Officer, the Manager, Finance will work closely with the Executive and Management team. The Manager, Finance is responsible for financial management and accounting function of the agency, inter-alia, day-to-day financial operations, reporting, payroll and benefits administration, statutory compliance as well as developing, managing and monitoring organizational/program budgets, 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.

This position requires in-person work, but may offer limited hybrid working.

CultureLink offers very competitive compensation package which includes attractive salary, contributory RRSP and comprehensive health benefits.

### **Responsibilities**

- A. Budget development and control**
- B. Sets agency-wide annual revenue targets and expenses by developing annual budgets for review by the CEO and Finance committee based on key assumptions that align with the organization's financial plan and annual budget**

- Assists program managers to set annual program budgets
- Monitors agency and program budgets on a monthly, quarterly and bi-yearly basis; Providing variance analysis and budget availability for decision making

#### **C. Reporting and Compliance**

- Develop and produce timely and accurate financial statements/reports based on generally accepted accounting principles and aligned with the needs of the users
- 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;
- Support CEO/Finance Committee for periodic review of the financial operating policies, procedures and guidelines.

#### **D. Accounting and Administration**

- Supervises Bookkeeper/accounting staff to effectively meet and exceed the functional expectations for the finance, accounting and administration functions;
- Performs successful recruitment of accounting/finance staff when necessary. Mentors and trains supervised staff;
- Ensures timely processing and delivery of all accounting functions, payroll, benefits administration, accounting and transaction processing; independently when necessary
- Collaborates with the HR office to utilize both the financial and HR resources efficiently and effectively;
- Exercises oversight on HR administration, compliance with the Collective Agreement and ensures adherence to appropriate communication with the staff;
- Advises on the likely financial consequences of all proposed courses of action;
- Performs various general grant preparation and administration functions such as submitting periodic claims, contract amendments, etc.

#### **E. Resource Development and Capacity building**

- 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;
- 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 a similar role 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 intermediate to advanced level proficiency with Office suite with excellent excel based modelling skills
- Well-honed expertise in oversee, undertake and deliver all aspects of financial accounting and working with QuickBooks/ multi-user accounting software
- Ability and experience in working under tight deadlines both independently and cooperatively
- Availability during evenings and/or weekends when necessary to meet the deadlines/ commitments
- Vulnerable Sector Screening within the past six months
- Legally entitled to work in Canada

### To apply

Please submit your cover letter and resume to the Executive Assistant at [jobspd@culturelink.ca](mailto:jobspd@culturelink.ca), quoting the reference number (CLNU-2024-03)

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.**