



Toronto Kiwanis

Manager of Finance

Finance Job Posting

Title

Manager of Finance

Reports To

Director of Finance and Administration

Summary

The Manager of Finance, under the direction of the Director of Finance and Administration will be responsible for overseeing and implementing all financial support and office services for the Agency. This role will coordinate and communicate office activities, including accounts payable and receivable, charitable gaming reports and coordination, database management, coordination of tax receipting, payroll, expense reporting, and various other administrative functions.

This is a full-time position with 37.5 hours per week typically Monday through Friday during regular business hours (some flexibility required with occasional evening and weekend requirements).

Core Competencies

- Accountability
- Adaptability
- Communication
- Planning and Organizing
- Problem Solving
- Familiarity of database systems
- Experience in excel and financial reporting
- Service Orientation
- Teamwork

Job Duties

- Responsible for data entry of payables, receivables, online payments, payroll journals, and bank deposit allocations, (30%)
- Financial and budget variance reporting and analysis support (produce cash flows and monthly/quarterly financial variance reports to support Executive Director and Finance Committee as well as day to day budget support for Programs and Operations Teams as needed) (30%)
- Financial reporting to funders / grant reports (20%)
- Monthly bank reconciliations (matching bank statements to data entry the prior month; and making adjustments as required) (10%)
- Data entry to Salesforce of revenues and ensuring proper receipting systems (10%)
- Other duties as assigned

Requirements

- 3 Years of direct work experience in bookkeeping and financial reporting
- Bookkeeping certificate, no designation required (could be pursuing CPA but not required)
- Not for profit or charitable experience is an asset
- Supports the vision and mission of the work with children and youth
- Newviews (2) accounting software is preferred (user friendly)
- Knowledge of accounting procedures involving expense reports, accounts payable and receivable.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Knowledge of database management. Salesforce experience an asset
- Strong written and verbal skills to communicate with all levels of the organization and its executive team
- Excellent analytical and problem-solving skills
- Team player and strong individual contributor
- Not needing supervision / self-directed

Work Conditions

- Able to work in a face paced and diverse environment
- Ability to work onsite at our 101 Spruce Street facility
- Irregular hours may occasionally be required (e.g. evenings or weekends)
- Travel to Downtown Toronto required.
- Manual dexterity required to use desktop computer and peripherals

Employment Terms

37.5 Hours Per week (schedule may vary and can be flexible)

6-month contract position with possibility of extension or permanent appointment

Process

Applicants apply before April 1, 2022

Apply with cover letter or letter of intent with resume to employment@bgctk.org

Only those candidates selected for interviews will be contacted

Internal candidates will be given preference for interviews; this job is being posted externally simultaneously

BGC Toronto Kiwanis is committed to providing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. We offer accommodations to applicants with disabilities throughout our hiring process, upon request. BGC Toronto Kiwanis requires individuals that work in interactive roles such as this one to be vaccinated against COVID-19 and the successful applicant will need to provide proof of vaccination.