



Toronto Kiwanis

Manager of Finance

Finance Job Posting

Title

Manager of Finance

Reports To

Executive Director

Summary

The Manager of Finance, under the direction of the Executive Director will be responsible for overseeing and implementing all financial support and office services for the Agency. This role will manage financial accountability and controls; ensure appropriate fiscal controls are in place to meet statutory compliance and the integrity of data and statements. Will also manage budget process; establish timelines; provide support to the management team.

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

- Manage accounting/finance activities, including accounts payable, receivables, payroll, charitable gaming reports, donations receipting and various other administrative functions.
- Coordinate with Executive Directors and Program managers to develop annual budget. Financial and budget variance reporting and analysis support. Prepare cash flow analysis and monthly/quarterly financial variance reports.
- Financial reporting to funders / grant reports
- Manage month-end close including bank, GL accounts reconciliations and required adjustments.
- Liaison with external auditors, prepares audit schedules to ensure effective resolution.
- Provide payroll and accounts payable backup
- Prepare statutory returns including T3010, GST/HST, EHT, WSIB
- Other duties as assigned

Requirements

- 3+ years accounting experience in charity or not for profit organization will be an asset.
- Supports the vision and mission of the work with children and youth
- Familiarity with NewViews accounting would be an asset
- Strong computer skills in MS 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

Employment Terms

37.5 Hours Per week (schedule may vary and can be flexible)
3 months probation. Receive benefits following probation.

Compensation Package

Salary Range: \$65,000 - \$80,000 annually
Benefits Package: Dental and Medical health benefits
Company Pension Plan
Vacation Package

Process

Applicants apply before January 15, 2023
Apply with cover letter or letter of intent with resume to Kiduse@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.