



## **FINANCE MANAGER**

### **JOB DESCRIPTION**

The Native Women's Resource Centre of Toronto (NWRCT) is a community-based organization dedicated to providing resources and support to urban Indigenous women and their families. NWRCT delivers culturally relevant programs and services that empower and build the collective capacity and self-sufficiency of Indigenous women.

As part of the NWRCT team, the Finance Manager is responsible for planning, directing and controlling all accounting, financial reporting, forecasting, project costing, and oversight of all financial functions at NWRCT.

The Finance Manager ensures timely, accurate and actionable information to ensure the achievement of goals regarding fiscal responsibility, budget and forecasting, management of investment portfolio, risk management, and in compliance by following the Generally Accepted Accounting Principles (GAAP).

### **QUALIFICATIONS**

- Post-secondary diploma/degree in accounting/business or other relevant field of study
- Certified Public Accountant (CPA) designation preferred or currently working toward CPA designation
- Minimum ten (10) years' experience including five (5) years' effective management experience, e.g. senior financial leader with a non-profit organization
- Prior experience working closely with a Board of Directors, leading annual financial audit and managing an annual budget of at least \$2 million
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives, outcomes and meet timelines
- Proven analytical and problem-solving skills
- Working knowledge of QuickBooks, MS Office, internet, and general office equipment
- Experience working with Indigenous Peoples and Communities is preferred
- Knowledge of Indigenous cultures, traditions, and family dynamics is preferred
- Current Police Record Check is required

## **RESPONSIBILITIES**

- Oversee and follow financial management and reporting policies as approved by the Board of Directors and in accordance with GAAP and other governance legislation
- Provide financial reports to the Executive Director and Treasurer as requested
- Produce all financial reports as outlined in the funding agreements
- Process payroll and create systems to accurately track staff time and remit mandatory government deductions
- Process accounts payable/accounts receivable and prepare journal entries
- Verifies bank account, print statements and verify cashed/uncashed cheque enquiries
- Prepares monthly/yearly analysis to balance various GL accounts
- Prepare for growth in size and complexity of the organization and make recommendations for improvement of the organization's performance management, financial reporting, and budget management systems
- Regularly review and enhance financial controls, and streamline financial processes
- Plan, implement, forecast and budget annual work plans
- Oversee, review and direct Program Staff to expend program funds accurately, objectively and efficiently
- Work closely with internal/external auditors to complete annual audit
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Support and work towards the overall vision and mission of the NWRCT
- Empower women to articulate their needs and goals and to advocate for themselves
- Ability to work as a team member and within the organization framework including staff meetings, professional development opportunities, team building, and self-care
- Carry out other duties which may be necessary from time to time, as required

## **ADMINISTRATIVE DUTIES**

- Maintain accurate, verifiable and current records, filings, and binders as related to finance functions
- Track staff absences such as vacation, sick or personal leave for program continuation
- Complete reports monthly, quarterly, and annually and submit to the Executive Director on or before due date
- Direct oversight, training, and management of finance related administrative staff and functions
- Knowledge of stakeholders with an ability to network, create and maintain these relationships
- Contribute collaboratively to the management team to build and grow the capacity of NWRCT

## **STANDARDS OF PERFORMANCE**

- Adhere to policies, procedures and best practices as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

Please provide a cover letter and resume to:

Pamela Hart, Executive Director at [ed@nwrcr.ca](mailto:ed@nwrcr.ca)

**POSITION OPEN UNTIL FILLED**