

<b>POSITION:</b>	<b>Finance Manager</b>
<b>PROGRAM:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>WORK HOURS:</b>	<b>40 hrs/week – Monday to Friday</b>

**JOB SUMMARY:**

The **Finance Manager** is responsible for all finance functions, staff supervision, research, analysis, forecasting, goals and for providing advice on financial matters and risks. The Manager works with the Board Finance committee and contributes to the strategy and decision-making of the organization, maintain good relationships with its bankers and auditors, preparation of budgets, proposals, cash management, capital expenditures and the maintenance and integrity of the organization's finances. An accounting designation and experience in a non-profit environment are mandatory.

**DUTIES AND RESPONSIBILITIES:**

- **Financial Reporting:** Preparation and presentation of monthly internal statements to the Finance Committee. Preparation and submission of Federal and Provincial government reports.
- **Audits:** Preparation of statements, notes, work papers, schedules
- **Treasury:** Manage the cash position, investments, bank reconciliations
- **Business Processes:** Manage staff in the Finance Department, accounting process and documentation. Ability to delegate and ensure accountability.
- **Budgeting:** Annual preparation of budgets for the organization and individual programs, including the submission of proposals to potential funders
- **Financial Functions:** Accounts payable, receivable, labour distribution and asset recognition. Approval of monthly transactions.
- **Strategic Planning:** Monthly reporting of risks to the Executive Director and Finance Committee.

**QUALIFICATIONS:**

- University Degree in Finance or Accounting with a Canadian accounting designation
- 5 years solid personnel and financial management experience preferably in a non-profit and/or registered charity sector
- Excellent communication skills in both verbal and written English.
- Solid analytical and objective decision making abilities
- Strong organizational skills and attention to detail
- Ability to work under tight time constraints and adapt easily to change
- Good interpersonal and relationship building skills
- Ability to work individually and as part of a team
- Proficiency in MS Dynamics and Ontario government systems, as well as advanced Excel and Access
- Knowledge of GAAP requirements in a non-profit organization.

**Interested applicants should submit a resume and cover letter with ref no. 016-036 by November 24 to:**

Human Resources Officer

Dixie Bloor Neighbourhood Centre  
3650 Dixie Rd. Suite 103, Mississauga, ON L4Y 3V9  
Fax: (905) 629-0791  
Email: [recruiting@dixiebloor.ca](mailto:recruiting@dixiebloor.ca)



***We thank all applicants but only those selected for an interview will be contacted.  
Dixie Bloor Neighbourhood Centre is an equal opportunity employer***

