

Position: Manager, Finance

Reports to: Vice President, Finance

Job Status: Permanent, Full time

Language Requirement: English, Bilingualism (French) – Asset

Hiring Salary Range: \$90,000 - \$110,000, commensurate with experience

Location: National Office, Ottawa, ON

Posting Date: March 7, 2025

Reply Deadline: March 24, 2025

Reply to: recruitment@e2rsolutions.com

Position Summary

The Manager, Finance supports VP Finance in the day-to-day financial management of UWCC. This role ensures strong financial controls, reporting, and operational efficiency while assisting with finance system modernization and process improvements. The Manager will play a key role in the transition to automation and technology-driven financial operations.

Duties and Responsibilities

▪ **Financial Management:**

- Oversee day-to-day financial transactions, and financial reporting to ensure compliance with regulatory and UWCC policy requirements.
- Reconcile bank and investment accounts and credit card statements, perform electronic funds transfer payments, liaise with banking personnel, and ensure the listed approved banking approval authorities are up to date.
- Monitor the collection and recording of accounts receivable, donations and receipting, banking/investments, expense management and accounts payable processing including the effective purchasing, payment of invoices and expense reporting and processing.
- Ensure month-end close process is completed on a timely basis and produce financial statements for executive leadership monthly, and to the Finance and Audit Committee as well as the board of directors quarterly.
- Ensure that all regulatory and government returns and reporting are filed on time and that all statutory requirements are met including charitable and nonprofit status, income taxes and sales taxes.

▪ **Payroll & Compliance:** Manage payroll processing, benefits administration, and regulatory filings including withholding payments (CPP and EI), and employer health tax.

▪ **Audit & Risk Management:** Coordinate and oversee the annual audit, ensuring accuracy and compliance with financial policies. Prepare all working papers and draft year-end financial statements, prepares T3010 and the working papers for the F990.

▪ **Member & Network Support:** Provide support for financial guidance to UWCC members, ensuring consistent financial practices.

- **Collaboration with VP Finance:** Work closely with the VP Finance to ensure that all financial operations align with strategic goals.
- **Financial Planning and Analysis:** Provide support for annual and multi-year financial planning and financial performance analysis.
- **Technology & Process Improvement:** Assist in diagnosing current system inefficiencies, recommending technology solutions, and supporting implementation.
- **Finance & Audit Committee (FAC) Support:** Assist in preparing financial reports and supporting documentation for the Finance & Audit Committee, including drafting notes and analysis as required.
- **Budget Preparation:** Support the VP Finance in the annual budgeting process, including gathering data, preparing analyses, and ensuring accuracy in financial projections.
- **Ensure Continuity of Financial Operations:** Oversee and maintain financial processes and systems in the absence of the Accounting Administrator, ensuring day-to-day operations continue smoothly.

Organization Leadership and Member Support:

- **Staff Management:** Oversee and manage position of Accounting Administrator, with the view to providing consistent, quality service for the UWCC staff. Includes performance objective setting training, supervision, and conducts the performance evaluation of the Accounting Administrator. Delegates responsibilities to the Accounting Administrator.
- **Members' Financial Management Development:** Provide assistance to VP Finance in responding to questions by local UWCs.
- **UWCC and Network Policies:** Provide assistance in strategic projects to develop policy/procedure recommendations to strengthen financial management at UWCC and within the UWC network.
- **Other office operations** as required.

Minimum Requirements

Education and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Ontario Chartered Professional Accountant designation preferred.
- Minimum six years of experience in Accounting or Finance field, including at least three years in a management role overseeing financial operations, reporting, and budgeting.
- Experience in the nonprofit sector is considered an asset.
- Strong understanding of accounting software and financial automation tools.
- Experience in payroll processing.
- Experience effectively supervising, coaching, and mentoring staff, in particular accounting staff.

Knowledge:

- Strong understanding of the Accounting Standards for Not-For-Profit Organizations (ASNPO) and related updates.
- Strong understanding of Canada Revenue Agency's registered charities requirements and other federal and provincial legislation affecting nonprofit and charitable organizations.

Skills:

- Strong financial management planning, analysis skills.
- Proficiency with computerized financial/accounting systems including integrations with electronic payment, HR/payroll systems, expense management, and other related finance technology.
- Experience in departmental and project-based accounting.
- Experience in establishing and maintaining appropriate internal controls, processes, and systems to meet deadlines and competing priorities.
- Advanced level Microsoft Office skills – Excel, Word, PowerPoint, Outlook.
- Experience with QuickBooks Online considered an asset
- Excellent oral and written communication skills with the ability to effectively communicate across all levels within and outside the organization.
- Strong organizational, planning and prioritization skills.
- Exceptional attention to detail, analytical skills, and ability to identify accounting errors and problems easily.
- Ability to work independently as well as within a team environment.

Key Relationships

This position interfaces with internal and external contacts:

- Internal: UWCC Executive Team and Staff, and Finance & Audit Committee
- External: Local UWCs, UWC networks and working groups, United Way Worldwide, consultants, vendors, banking, and investment management representatives

Working Conditions

- This position is located in UWCC's national office in Ottawa, with opportunity for hybrid work model (work from home part of the week may be possible).
- Work normal business hours but may be required to do some work in the evenings and weekends outside normal working hours.

Diversity, Equity and Inclusion

United Way Centraide Canada hires based on merit and is strongly committed to diversity and equity within its community and to providing a welcoming and inclusive workplace. It especially welcomes applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

How to Apply

Please send your cover letter and résumé in confidence to: recruitment@e2rsolutions.com.

We thank everyone for applying; however, only qualified candidates will be contacted.