

Manager of Finance and Operations

The Manager of Finance and Operations oversees MediaSmarts' Finances and Administration and reports directly to the Executive Director. This new position will play a critical role in supporting the Executive Director in financial oversight, budget development, preparing reports and human resource management of a team of 12 employees. This position is a key member of the leadership team.

Main Responsibilities

Reporting directly to/working with the Executive Director, responsibilities include:

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met
- Prepare all supporting information for the annual audit, coordinate audit preparation and liaise with the external auditors
- Document and maintain complete and accurate supporting information for all financial transactions
- Maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Review monthly results and provide monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Conduct bookkeeping functions, including maintenance of the general ledger, accounts payable, accounts receivable and coordinate payroll, liaising with payroll service provider
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate
- Assist the Executive Director and the Board Treasurer with financial reporting quarterly, and as required at Board meetings and the Annual General Meetings

Payroll preparation and HR administration

- Oversee all payroll functions /liaise with payroll service provider to ensure that employees are paid in a timely and accurate manner
- Direct and coordinate human resources activities, such as employment, compensation, employment relations, benefits, training, and employee services.
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time
- Ensure employee policies are up to date and compliant with legislation; recommend/support the development new policies as needed
- Maintain employee leave records/information, including maintaining up to date records/reports

Budget preparation

- Coordinate and support budget and forecast preparation, including preparation of the annual budget, consulting relevant team members as needed
- Assist team members with the preparation of budgets for funding applications as required

Risk management

- Monitor financial risk management policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
- Liaise with Bank regarding financial services as required and appropriate

Office administration

- Oversee and supervise the administrative function of the organization
- Oversee the management of all leases, contracts and other financial commitments

Skills & Strengths

- Impeccable ethics; understand importance and ability to maintain confidentiality
- Strong communication skills, able to communicate in clear concise manner and are thoughtful and respectful in work with staff and volunteers
- Ability to self-manage, work independently, set and achieve goals in a hybrid work environment (remote and office)
- Able to problem solve and suggest resolutions to problems
- Identify potential risks
- Strategic thinker
- Set priorities; manage and report on progress towards goals; use data and information to support decisions
- Excellent team member who enjoys working collaboratively with a small close-knit team
- Previous experience working and/or volunteering within the charitable, non-profit sector

Highly Desired

- Bilingual (English/French) is an asset
- Reside in Ottawa area

Education

- University degree or College diploma or proven equivalent experience in Accounting, Commerce, or Business Management/Administration

Experience

- Minimum of 3 years of professional experience, ideally in the charitable sector
- Minimum of 2 years experience in leading/managing a program or project
- Proficiency working in a Microsoft Office environment
- Proficiency with online accounting software
- Chartered Accountant, Certified General Accountant, Certified Management Accountant designation or Bookkeeping certification is an asset.

Position Type

- Permanent, full-time position.

Environment

Highly independent work environment; a digital first work environment, there is a blend of remote work from home with some work on-site in our Ottawa office. We are a highly professional, engaged,

independent team that is results driven: outcomes are reported, shared and celebrated. Flexible work hours; parent/child/family supportive.

Compensation

The salary level is dependent upon skills, education and experience and includes a benefits package and generous annual leave.

Diversity, Equity, and Inclusion

We strive to be an equitable and inclusive employer so that our workforce represents the diversity of backgrounds and identities across Canada. We welcome applications from candidates who identify as Black, Indigenous, People of Colour, 2SLGBTQ+, people with disabilities, and those with varied areas of expertise and lived experience. Accommodations are available on request for candidates taking part in all aspects of the selection process - please let us know how we can support your application.

To Apply

Please send your resume and cover letter via e-mail to hr@mediasmarts.ca. The deadline for applications is June 28th, 2022, but applications will be considered on a rolling basis.