Job Openings

Finance Manager

Administration - Ottawa, Ontario

Finance Manager

Would you like to work in a community that fosters the holistic growth of Indigenous children? Do you have experience in the Indigenous community, identify as an Indigenous person, have an interest in learning more about the Indigenous culture? Makonsag, a licensed childcare centre, is looking for an Finance Manager to join our team! As the Finance Manager you will be responsible for comptrollership function of Makonsag Aboriginal Head Start. The role includes comptrollership, managing budgets and variance reports, financial controls, preparation of related parts of the Main Estimates, developing financial policy, internal audit, providing financial administration advice and managing specific financial and administrative systems. The Finance manager is required to develop and implement financial policies and procedures in accordance with Generally Accepted Accounting Principles (GAAP) for Not for Profit and Charity. The position is a collaborative member of the senior management team, working with and providing support to all programs within Makonsag.

Benefits of Working at Makonsag

✓ Continuous opportunities for professional growth
✓ Celebrate cultural teachings and incorporate in program curriculum
✓ Exciting professional development opportunities in Ottawa, Ontario and throughout Canada!
✓ Competitive salary and benefits
✓ Opportunities to participate in other projects, community outreach and educational environments.

In this role you will...

- Develop and maintain financial processes and documentation that allow the

organization to make sound decisions that work for our multi-sited organization.

- Execute billing, receivables, payables and general ledger functions. Oversees bi-weekly payroll time entry and T4 preparations.
- Working alongside the Executive Director, ensure timely preparation of the annual organizational operating and program budgets to support core administration and cash flow projections and forecasting.
- Ensures timely preparation of the budgets for approval by the Executive Director and Board of Directors. Collaborates with program managers on ongoing monitoring of budget to actual results and reports on organizational performance relative to budgets (variance reporting).
- Prepares and presents financial statements, summaries and other financial analyses quarterly, annually and as required by the Executive Director and Board of Directors.
- Ensure account reconciliations and journal entries are completed.
- Prepare schedules for financial review/annual audit.
- Work with external auditing firm to complete annual audit.
- Communicate technical financial information effectively, orally and in writing, to stakeholders with a broad range of familiarity with financial terminology.
- Ensure that the organization is in compliance with regulations by aligning with best practices, financial operations, chart of accounts, values definition, budgeting, reporting, and internal controls.
- Lead and assist with design, development, implementation, maintenance and modification of budget (including cash flow projections for multiple years).
- Analyze financial information and prepare reports for the management and Board of Directors to discuss financial health of the organization.
- Familiarize yourself with and oversee various contribution agreements.
- As the subject matter expert on Finance for Makonsag, the Finance Manager, acts as an advisor to the Executive Director and management team and external stakeholders (e.g., auditors, banks, funders, partners).
- Monthly CWELCC system attendance reporting, including vacancies, operating capacity and waitlist reporting
- Setting up payment information and automatic bi-weekly payment withdrawals for full fee families

To qualify for this role you have...

- Completion of university degree in Commerce/Business Administration, Finance or a similar field of study is required.

- Three-Five years of Finance and non-profit financial management experience, preferably at the senior level, is required.
- Standard First Aid, including infant and child CP or ability to obtain
- Police record check (vulnerable sector) completed in the last 6 months
- Immunizations up-to-date unless seeking exemption and
- Proof of COVID-19 vaccine (Dose 1 & 2)
- Chartered Professional Accountant or Financial Planning and Analysis (CPA/FPA) designation preferred.
- Knowledge of accounting theory, Generally Accepted Accounting Principles (GAAP), and financial reporting requirements to accurately determine the implications and ramifications of any potential disclosure and/or accrual issues.
- Ability to prepare financial reports and analysis supporting financial accounts and administration of contribution agreements.
- Skills and proficiency in using computer software applications (particularly spreadsheet, database, and statistical applications).
- Proven ability to work in a collaborative team environment and communicate openly with team members, management and families
- Strong verbal and written communication skills, Indigenous language is an asset

Indigenous candidates are encouraged to self- identify. We thank all who apply for this position. Only those applicants selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

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