

## **Job Opportunity: Manager, Finance**

### **About the Organization**

Based in Hamilton, Empowerment Squared is a Canadian charity that is building a world where everyone is empowered with the tools and opportunities to thrive and contribute to society. We do this by empowering newcomer and marginalized youth and communities in Canada and across the world to succeed through mentorship, access to post-secondary education, information literacy, and sports and recreation.

Please see our website for more information about our programs and activities.

### **Position Description**

The Manager, Finance, is responsible for managing, controlling, planning, organizing and supervising all financial functions and activities across all departments at Empowerment Squared. Reporting directly to the Director, Operations and Administration, this position is responsible for organizing and planning financial audits, evaluating reporting systems in place and developing new ones and managing numerous grant budgets. In close coordination with the Director of Administration & Operations, the Manager, Finance will also seek opportunities for continuous improvement relating to financial management and efficiencies.

This position requires and offers flexible hours, both from the employer and employee perspective and will be a hybrid working model of working remote and office work.

The position reports to the Director, Operations and Administration

### **Duties & Responsibilities**

- Develop and execute appropriate financial management systems that reflect compliance with local legislations, funders, organizational policies, and standard operating procedures
- Work closely with the Director, Operations and Administration in developing and managing Empowerment Squared's indirect budget as well as the elements of project budgets and monitor expenditures against budget.
- Communicate with all program staff and board (Finance/Accounting Committee), as needed to ensure proper consultation and notification of important information and update
- Work with the Senior Leadership Team to develop and monitor organizational goals, and share benchmarking and best practices across the organization that tie into Empowerment Squared's strategic plan and annual budget
- Maintain a high degree of tact and confidentiality.

## Empowerment Squared

162 King William Street, Suite 103

Hamilton, ON L8R 3N9

(905) 393-5370



- Coordinate execution of financial reviews or audits and ensure timely follow up to review or audit conclusions and recommendations in close collaboration with the Finance Committee, Director, Operations and Administration and Executive Director.
- Oversee organization payroll, leave requests and benefits administration
- Oversee and provide adequate support to bookkeeping team
- Oversee and manage the procurement functions at Empowerment Squared in accordance with organizational policies, donor regulations and best practices.
- Ensure strong internal controls are implemented for procurement and contractual actions, including contracts management. Monitor procurement transactions completed by Empowerment Squared's staff.
- Review, develop and/or improve standard operating procedures, policies, tools and contractual templates for procurement and contracts management as needed
- Grants - Assisting with grant applications and interim/final reporting back to funders

### Disclaimer

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This job description is subject to change at any time depending on the needs of the organization.

### Relevant Skills & Qualifications

- Demonstrated experience with accounting, budgeting, auditing, financial planning, and related tasks.
- A CPA or CA designation is an asset
- Financial and budgeting acumen, proficiency in Microsoft Office functions and previous experience working with senior leadership and Board of Directors
- Experience with payworks or similar payroll platform an asset
- Excellent verbal, written, listening communications skills including demonstrated leadership and organizational skills with the ability to prioritize and multitask in a fast paced, multi-cultural environment.
- Proven ability to think and lead strategically, plan effectively, set priorities, meet deadlines, and make decisions while paying attention to detail and quality.
- Entrepreneurial and prudent risk-taker who considers out of the box solutions, is willing to question traditional ways of doing things, and suggests well thought out, articulated solutions
- Ability to build strong professional relationships by demonstrating exceptional interpersonal skills, sound professional judgment, and high levels of integrity and accountability
- Ability to work with little or no supervision while making judgement calls under pressure
- Ability to foster effective working relationships within a team environment.

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- Ability to draft and manage budgets (Budgeting, analysis of variances, and ability to recommend corrective measures (both at an organizational level and a program-specific level))
- Ability to analysis budgets against actual results and implement corrective actions as needed
- Ability to present financial information to Board members and finance committee consisting of seasoned CPAs
- Ability to meet deadlines as needed
- Attention to detail and well-rounded knowledge of NPO accounting standards
- Ability to train junior staff as needed
- Experience with Google Drive, Keela, QuickBooks Online, etc. an asset
- Financial risk analysis and cash flow forecasting
- Knowledge of NPO accounting policies and procedures
- Problem solving and resourcefulness

### **Educational Requirements**

- University degree or college diploma in related field or equivalent finance or accounting discipline

**Role Posted:** May 13 2022

**Posting Closes:** Open until filled

**Salary:** \$60,000 to \$65,000 annually (to be negotiated based on skills and experience) including benefits

**Start Date:** Immediate (to be negotiated)

**Hours:** 32 hours a week (4 days a week)

**Resumes should be submitted via email to:** [p.goorbarry@empowermentsquared.org](mailto:p.goorbarry@empowermentsquared.org)