
Career Opportunity

Internal/External

Finance Manager

Full Time, Term for 2-Years



Role Summary

It is the mission of Tungasuvvingat Inuit (TI) to broadly provide Inuit-specific programs that contribute to the health and wellbeing of Inuit and to encourage and support similar programs for Inuit across the country. With over 30 years of highly successful experience in crafting the design, development, and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

The finance manager is responsible for completing full cycle accounting functions, including accounts receivable, accounts payable, bank and balance sheet accounts reconciliation, payroll review/posting to the accounting system, monitoring expenditures and budget in accordance with funding agreements, journal entries, month end, year-end, and audit paperwork preparation. The Manager, Accounts ensures that all financial transactions are processed on a timely and accurate basis, and in accordance with GAAP and financial and organizational policies and procedures. This position also provides general financial analysis and support to the Director, Finance, and provides guidance and leadership to the Finance team. The Manager, Accounts will also support special projects led by the Director, Finance.

Accounts Receivable

- Completes Accounts Receivable (AR) transactions by posting direct deposits of funder contributions to TI's accounting software.
- Processes expense reimbursements, donations, and service agreements (matching corresponding payments).
- Prepares monthly accounts receivable analysis and reconciliations.
- Coordinate with program managers to verify funding received. Advises the Director, Finance on outstanding AR and follows up on outstanding accounts (as directed).
- Creates internal invoices (as required) to monitor funding received in accordance with the funding agreement.
- Prepares and completes bank deposits.

Accounts Payable and Payroll

- Reviews Accounts Payable (AP) invoices entered by the Finance Clerk before running payments.
- Conducts AP analysis and reconciliations to ensure accurate and up to date record.
- Review payroll prepared by the Payroll Officer before submitting on Dayforce.
- Assist as required to ensure payroll activities are completed on schedule.

Financial Reporting

- Completes month end activities including journal entries for accrual,
- Processing AP invoices on a timely basis,
- Proper revenue recognition based on the actual expenditure and funding agreement requirements.
- Preparation of the monthly Executive Director travel report for the Board of Director's review and approval.
- Ensures monthly reconciliation of the following: balance sheet accounts, bank accounts, credit card, vendor balances, prepaid expenses, accrued AR, and accrued AP.
- Supports the Director, Finance with the quarterly and annual analysis.
- Prepares for the external auditor to ensure a timely preparation of audited financial statements.
- Supports the variance analysis by assessing forecasts to actuals on a monthly basis and presenting results to program managers on a timely basis. Prepares program budgets and updates forecasts.
- Prepares and maintains all mandatory funder reporting in accordance with contribution agreements to ensure project financial compliance.
- Completes monthly reporting to Managers and Directors of project activity spending and follows up with meetings when required.
- Prepares quarterly program review with program managers to ensure accurate reporting of expenses are within program budgets.
- Updates the Director, Finance on program reviews and when reporting to the funders is initiated.
- Manages project accounting and associated reporting and completes various ad hoc projects.

Team Lead

- Provides support, guidance, and leadership to the Payroll Team, comprised of the Finance Clerk and Payroll Officer.
- Provides training and mentorship to the Finance Clerk to build capacity and delegate analytical tasks.
- Ensures that payroll timelines are met, providing additional support when necessary.
- Contributes to a positive, healthy, and safe work environment in which performance concerns are reviewed with the Finance Clerk and Payroll Officer.
- Ensure that ongoing or serious performance concerns are escalated to the Director, Finance.
- Provides back up coverage in the absence of other finance team members, including the Director, Finance.

Professional Qualifications

The ideal candidate will have a thorough understanding of Inuit culture, values, Inuit Qaujimagatuqangit and traditional practices. Will have knowledge of general human resources practices, policies, and procedures; Canadian/Ontario employment law and legislation; human rights and other related areas; Occupational Health and Safety practices; Project Management & Organizational Change theories, principles, and practices.

Excellent interpersonal and team building skills, communication and presentation skills, mediation and negotiation skills, conflict resolution skills, problem-solving, decision making and time management skills, supervision and mentorship skills, strong project management skills, research and analysis skills, adept with MS-Office and HRIS are necessary.

The ability to work effectively with all personality types; to prepare proposals, briefings, notes, proposals, and reports; and to function effectively in a cross cultural, high pressure, and high stress environment are all requirements of the position.

Completion of university degree in Commerce/Business Administration, Finance s or a similar field of study is required. 3 years of Finance and progressive management experience, preferably at the senior level, dealing with complex environments is required. Chartered Professional Accountant or Financial Planning and Analysis (CPA/FPA) designation preferred. Experience in a non-profit or Indigenous organization is an asset. Fluency in English is required, fluency in Inuktitut is a definite asset.

Salary and Benefits

- TI offers a competitive total compensation package. Employees are provided with an exceptional benefits plan which includes major medical and dental coverage for the employee and their dependents, and employee life insurance. TI also offers a Group RRSP benefit plan for eligible staff.
- TI provides paid sickness, personal and family sickness leave days, and a 24/7 confidential Employee and Family Assistance Plan.
- Vacation (earn 3 weeks/year).

Deadline for applications is until position is April 11, 2024

To apply, please submit your resume to careers@tiontario.ca.

Preference in hiring will be given to qualified Inuit candidates; applicants are encouraged to self-identify. Interested candidates are encouraged to visit our website at www.tiontario.ca to learn more about our programs and services.

The successful candidate for this position will be required to obtain a vulnerable sector check with results acceptable to TI. Accommodation for applicants with disabilities is available upon request.

This position works out of TI's 1071 Richmond Road.

We thank all interested applicants in advance for their interest. Only individuals selected for interviews will be contacted.