

Job Title	Finance & Operations Manager
Departments	Administration & Finance
Reports to	Executive Director

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let us just say we are crazy about **CULTURE** and we are also a Great Place to Work!

Who YOU are?

As the Finance and Operations Manager (FOM) for the organization, you are an integral part of the SIA team and bring your passion and expertise that will work towards our vision of building an equitable community that accepts and celebrates all cultures. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion** and **Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working mostly in the office but some of the time from home through several virtual means such as Zoom and Microsoft Suite.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Job Purpose

The Finance and Operations Manager (FOM) is responsible for overseeing all aspects of financial management, including financial systems implementation, budgeting, expenditure tracking, and financial reporting and accounting. This position will work as part of the Leadership and Finance Teams to contribute financial and operational expertise in the development and implementation of organizational strategies, policies, practices, and funding proposals and reports.

This position will supervise and work closely with the finance and office staff to provide financial and operational monitoring and controls on all programs and activities, including producing reports and overseeing analysis of data and budget administration

In the absence of the Executive Director (ED), a Manager position may be called upon to be the Acting ED who is responsible for the day-to-day operations of the organization.

Position Details

Hours

37.5 hours per week

Wage

\$30 - \$35 per hour depending on experience & qualifications

Start Date

October 19, 2020

Deadline to Apply

September 25, 2020

Duties and Responsibilities

Key Accountabilities

- Improve operational systems, processes and policies focusing on financial reporting, information flow and management, business process and organizational planning
- Manage and increase the effectiveness and efficiency of the Finance department, through improvements to each function as well as coordination and communication between operational support and program development & delivery
- Play a significant role in long-term planning, including the development of initiatives geared toward operational excellence
- Oversee overall financial management, planning, systems and controls
- Management of comprehensive budget in coordination with the ED and Program Managers
- Provide support in the development and management of individual program budgets
- Responsible for invoicing for organizational services
- Oversee payroll management, including tabulation of accrued employee benefits
- Organization of fiscal documents
- Regular meetings with the ED around fiscal planning & development
- Supervise and support finance and office staff

Financial Management, Planning & Analysis

- Lead annual budgeting and planning process for creating and managing the organization's annual comprehensive budget with the ED
- Be responsible for development and organizational adherence of Financial Policy
- Work with the finance department to produce monthly and quarterly assessments and forecasts of financial performance against budget & cash flow, financial and operational goals
- Develop long-range forecasts and maintain long-range financial plans
- Develop, maintain, and monitor all fundraising and accounting systems and procedures capturing all donations, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems
- Implement and monitor best-practice internal financial controls to prevent misappropriation and misuse of assets and funds and meet requirements of funders

- Oversee the preparation of the draft audit accounts and be a liaison with the externally appointed auditor
- Prepare monthly and quarterly management accounts for the organization including reports required by the ED, Treasurer, and Board
- Oversee day to day processing of accounts and lead the short and long-term financial and managerial reporting
- Manage month end and year-end closure procedures
- Oversee the reconciliation of monthly activity, generation of year-end reports, and fulfilment of tax related requirements
- Provide support for financial management of all project funded activities and programs
- Work with the ED on budgetary elements of funding applications and proposals
- Maintain archival and financial administrative files
- Oversee the finance department's role in managing payroll, pension plan, employee benefits and organizational insurance
- Ensure that accounting requests are resolved and communicated in a timely manner to internal and external parties

Operational Effectiveness & Risk Management

- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence
- Contribute to short & long-term organizational planning and strategies
- Serve as primary liaison to legal counsel in addressing legal issues
- Oversee organizational insurance policies
- Maintain and review all office policies and procedures, including Occupational Health & Safety, environmental and ensure compliance with all relevant legislation

Operations Management

- Oversee management of all operations functions
- Work cooperatively with the Building Manager to make sure we are meeting the requirements of our lease and provide timely communication of our needs or changes
- Manage the janitorial contract and ensure that our space is cleaned effectively, and supplies are refilled in a timely manner
- Troubleshoot issues as they arise regarding all our onsite operations
- Communicate with our various vendors to maintain phone, internet, fax, bottled water, and photocopying for the office and classroom use
- Manage our allotted parking spots and collect the information required from employees in order to share with the Building Manager and Bookkeeping staff
- Oversee and be on call for the security system and deal with the vendors when necessary

Agency Related Duties

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by the ED

Qualifications

Education

- Professional accounting designation, CPA (CA/CMA/CGA)
- Trained in QuickBooks and other accounting software

Experience

- Minimum 3 years' experience managing finance and bookkeeping in the non-profit sector
- Minimum 3 years' experience managing and supervising other employees
- An equivalent combination of education and work-related experience will be considered

Knowledge, Skills and Abilities

- Strong management experience involving supervision of multiple employees
- Proven time management skills and ability to work under pressure
- Extensive knowledge of the finance, bookkeeping, and compliance implications of a non-profit
- Strong administrative and financial management skills
- Must have strong computer literacy with highly advanced skills in Microsoft Office products, especially with Excel
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Excellent interpersonal and leadership skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

Requirement of Employment

- Criminal record check
- Access to high speed internet at home

Direct Reports

Financial Coordinator & Bookkeeper
Assistant Bookkeeper
Office Assistant

Direct Reports

None

How to apply

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to jobs@saskintercultural.org

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you virtually and eventually in person too.

All the best!