



Haldimand-Norfolk REACH

supporting children, families, communities

FINANCE MANAGER

Full-time, Permanent, Salaried

Reporting to the Executive Director, the Finance Manager is a member of the Management Team responsible to oversee the accounting, finance and information technology functions of the Agency.

Responsibilities:

- Management of all areas of the Finance department
- Provision of financial information and reports for Managers, monthly reports to the Executive Director & Board of Directors
- Maintenance of all financial records
- Supervision of internal control procedures including: general ledger, financial statements, variance reports, quarterly reconciliations, budget summaries
- Assist with preparation of the annual budget submissions to appropriate government ministries and other funders
- Prepare annual summaries and records to assist the Agency's annual audit.

Qualifications:

- Professional Accounting designation (CPA)
- Minimum of 5 years' senior management experience
- Highly developed management and leadership skills gained through progressively responsible related positions
- Knowledge of fund accounting, not-profit accounting (ASPE), charity legislation, various government funding/reporting requirements
- Excellent communication, problem-solving, team-building, time-management and organizational skills
- Knowledge of current Information Technology systems
- Knowledge of applicable computer software: Quickbooks, Payroll/HR Systems, MS Office suite, etc.

Please submit a cover letter & resume in confidence by email to lmassi@hnreach.on.ca

Leo Massi, Executive Director
Haldimand-Norfolk REACH
101 Nanticoke Creek Parkway, Townsend, ON, NOA 1S0
Website: www.hnreach.on.ca

by February 11th, 2019

*Please contact us if you require accommodation
A United Way member Agency*