

JOB DESCRIPTION

<p>Job Title : Manager, Finance & Administration</p> <p>Reports to : President/CEO</p> <p>Supervises : Reception and Admin Support Staff</p> <p>Days/Hrs. of Work : Typically M-F 40 hr workweek, flexible work schedule possible.</p>	
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Job Summary:

The Manager, Finance & Administration will lead all day-to-day finance operations including direct responsibility over accounting, accounts payable, accounts receivable, payroll, and managing the month end close process.

The Manager, Finance & Administration will ensure that the company has the systems and procedures in place to support organizational growth as well as effective program implementation to conduct clean audits in accordance with Accounting Standards for Not-for-Profit organizations.

The Manager, Finance & Administration will oversee the admin support team, including reception coverage, office supplies and mail management. In addition, some technical support is required; including system back up & restore functions, and Sage system management.

Major Tasks :

- Manage the administrative team, including reception and bookkeeping support staff
- Oversee daily accounting activities, including accounts receivable, accounts payable, payroll functions and reconciliations
- Lead accounting functions to ensure accurate record-keeping, reporting, and compliance with NFP Accounting Standards
- Prepare annual reporting for Bereavement Authority of Ontario and related government oversight documents in collaboration with applicable divisional managers
- Responsible for the timely preparation, review and finalization of monthly financial reports and year-end closing activities
- Coordinate and liaise with external auditors to a prepare the annual audited financial statements
- Work with staff at all levels throughout the organization to help in creation of a positive and supportive work environment
- Support other members of the management team, and be integral to building and maintaining Information Technology with respect to financial applications and software solutions, as needed
- Maintain cash forecast tool for critical organizational decisions in conjunction with CEO and Board
- In collaboration with the management team, prepare annual budgets, including amendments and revisions to support the annual business plan and strategic plan

Little Lake Cemetery Company - Peterborough, Ontario

- Maintain current knowledge of accounting standards as well as NFP practices; remain current on changes to governmental regulations
- Develop and mentor team members and direct reports in line with department growth plan
- Partner across organization on reporting, process and communication with teams including Legal, Human Resources, and Information Technology
- Ensure proper internal controls are in place and develop changes in partnership with CEO
- Other duties as required

Accountability:

The Manager, Finance & Administration reports to the CEO and will work closely with the management team and staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can enhance operations. The Manager, Finance & Administration will also help the team in planning, evaluating, and problem solving related to financial operations to maintain a cohesive, skilled, agile and professional department.

Knowledge and Experience Required:

- Accounting: 5 years (Required)
- CPA (Required)
- Non Profit Accounting Experience preferred
- Supervisory skills: 3- 5 years (Required)
- strong computer skills, including SAGE or similar accounting software

Additional Skills and Abilities Required:

- Excellent organizational and decisions making skills to manage constantly changing priorities.
- Good oral and written communication practices.
- A personality suitable for developing, leading and managing staff and the ability to be empathetic to the emotions and concerns of bereaved persons.
- A self-starter with an appreciation of the principles of public services with a privately operated organization that is held in high regard by the community.

Salary Range is \$62,000 - \$72,000 with exceptional benefits and merit-based bonus opportunities.