



Job Posting

Finance Manager

Full Time – indeterminate

Starting salary: \$73,410.00, plus benefits

Reporting to the Executive Director, the finance Manager oversees the planning, developing, managing of the accounting department.

The position has responsibilities for managing the ongoing financial activities in the finance departments as well as providing financial support and consultation to the other program managers towards the provision of effective services to EORC clients.

Description of Responsibilities

- Provide support and supervision to the Finance Department.
- Ensure that all month-end financial accounting duties and all resulting financial reporting is completed in a timely and accurate manner.
- Coordinate all activities within the Finance Department including accounts payable, accounts receivable, general accounting, payroll, special projects accounting, financial planning, and reporting.
- Prepare federal and provincial financial reports.
- Perform all duties and responsibilities in accordance with Generally Accepted Accounting Principles.
- Record all business transactions, process accruals and adjustments, reconcile accounts and prepare monthly accounting statements.
- Supervise and assist the Finance staff in the process of completing payroll activities.
- Keep abreast of federal, provincial, and municipal developments, laws and policies that may affect the financial operations of the organization.
- Upholds the mission, vision, and values of the Eastern Ottawa Resource Centre (EORC).

Qualifications

- University degree, college diploma, or proven equivalent of minimum 3 years professional experience in accounting, ideally in the charitable sector.
- A minimum of two (2) years' experience in leading/supervising staff.
- Knowledge of MS Office, Sage
- CA, CMA or CGA designation is an asset
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Ability to work as a member of a multidisciplinary team.
- Excellent oral and written English and French skills are **imperative**.

Please forward your resume and a cover letter to Human Resources, Eastern Ottawa Resource Centre, 215-1980 Ogilvie Rd. Ottawa, ON K1L 9L3. Fax: (613) 741-7029 or e-mail: Nlafreniere@eorc-creo.ca .

The Eastern Ottawa Resource Centre follows a practice of non-discrimination and diversity as well as accommodation for people with a disability. We wish to thank all applicants for their interest, however, only those selected for an interview will be contacted.