

POSITION DESCRIPTION

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Title: Manager- Finance & Corporate Services

Reporting: CEO

Supervision: Donor Relations Coordinator

Position Type: Full-time

Benefits: Comprehensive benefits plan and matching RSP

Environment: Preference - two days per week in our Markham Office, plus hybrid

POSITION OVERVIEW

As an executive team member, the Manager- Finance & Corporate Services oversees finance systems, day-to-day financial operations, IT and data, administration, and facilities and drives overall organizational effectiveness, focusing on strengthening operational capacity and managing risk.

You bring strategic vision AND tactical finesse to using business tools and have a deep understanding of how to use data to drive business decisions.

You ensure all areas of responsibility are carried out in support of Tearfund's mission, strategic priorities, policies, standards, and systems.

KEY PERFORMANCE AREAS

The Manager of Finance & Corporate Services is responsible for the administration of the following:

Financial Services - 60%

- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis:
- Prepare the annual organizational budget and analysis of income and giving patterns for projection purposes, working closely with program managers, department directors, and other stakeholders.
- Prepare and present monthly reports and statements of income and expenditure on a timely basis, providing analysis and recommendations as needed.
- Provide ongoing financial analysis, projections, and assessments; make recommendations for streamlining to ensure efficiency and cost containment; advise the Executive Director on any economic issues relevant to the organization.
- Maintain accurate fund accounting per financial guidelines/policies provided by the Executive Director and Board of Directors.
- Monitor cash flow, prepare projections for internal fund transfer purposes, and transfer funds to international partners and the Tearfund equity account with the Canadian Foodgrains Bank.
- Ensure the smooth operation of accounts payable, payroll and benefits, and the group retirement savings plan, and make recommendations for improvement.
- Manage and invest the organization's cash resources to provide security, liquidity, and availability of funds.
- Prepare monthly reconciliation of bank accounts and reconciliation of Sage and Raiser's Edge account balances. Monitor accounts receivable and employee travel advances. Enter all accounting data into the Sage system (presently, Tearfund Canada uses Sage 300 but is open to transitioning to QuickBooks).
- Prepare the applications and supporting documents for GST and PST rebates.

- Prepare the T3010 annual statement and other reports as required by the Canadian Revenue Agency, Global Affairs Canada, etc.
- Coordinate the business of the Board Audit Committee and prepare relevant financial information for the Executive Director and Board of Directors.
- Coordinate annual and funder audits, consulting with external auditors to ensure that generally accepted accounting principles handle all significant accounting issues.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements
- Ensure adequate internal controls aligned with the finance and administration policy.
- Review and ensure that finance and administration policy and procedure manuals are updated.
- Manage relationships with external partners, including banks, auditors, and other financial service providers.

Organizational Administration – 30%

- Manage (and understand the complexities of) the processing and receipting of all donations through Raiser's Edge (our present CRM) and interface that with reports to the fundraising and marketing teams.
- Research and make recommendations for improvements to our CRM and other operations functions for improved efficiency and effectiveness.
- Build and manage corporate scorecards, dashboards, and regular reports.
- Manage IT services through an outside consultant to ensure organizational effectiveness.
- Support the Executive Director in human resources management, particularly on benefits administration.
- Ensure compliance with legislation pertaining to Accessibility and Occupational Health and Safety Acts. Ensure that effective and adequate policies, systems, and trained personnel are in place for emergency/incident management.
- Oversee the negotiation and fulfillment of service contracts for office equipment, landlord, internet, file management, etc. Maintain an internal control system for maintenance activities.

Other Duties – 10%

- Participate in activities, initiatives, and special projects, as requested.

QUALIFICATIONS, COMPETENCIES & VALUES

- **Experience.** Must have demonstrated bookkeeping experience and familiarity with QuickBooks and Sage 300.
- **Passion.** You are fully aligned with the Mission, Vision, and Core Values of Tearfund Canada. You have concern for and interest in poverty, food security, and social justice issues.
- **Technical Prowess.** Tearfund Canada is a cloud-based organization. Digital proficiency in Sage, or similar accounting software, Microsoft Office, and G Suite are required. You must have a demonstrated ability to merge documents and perform pivot tables. Experience with Raiser's Edge, customer management systems, and other database systems is required.
- **Communication.** Speak, listen, and write in a clear, confident, brief, but thorough manner.
- **Organization/Project Management.** Determine strategies to move projects forward, set goals, focus on priorities, and create and implement action plans. You must document, evaluate, seek to learn, and seek clarification when unsure of expectations.
- **Hustle/Persistence.** Highly motivated with a positive attitude.

- **Relationship Building.** High degree of emotional intelligence. Patience with a high volume of requests and able to maintain a professional demeanour with all people.
- **Evidence-Based Decision Making/Problem-Solving.** Able to draw insightful conclusions from information, create plans informed by data and experience, and assess situations to determine importance, urgency, and risks.
- **Conscientious.** Committed to continuous improvement and optimization - there's always a way to improve something. Great attention to detail - nothing gets past you.
- **Faith Walk.** All roles within Tearfund Canada require the willingness to share in times of Scriptural reflection and prayer and a readiness to engage with our faith-based constituency and partners. You will sign Tearfund Canada's Statement of Faith and have an active membership or participation in a Christian church.

Scope: Budget 2023 - \$9 million

Committees: Audit Committee

Note: Restriction of vacation: during the audit preparation and budget preparation