



## Conayt Friendship Society

### Employment Opportunity Finance Manager

Conayt Friendship Society is looking for a qualified and motivated individual for the position of Finance Manager. The Finance Manager is responsible for planning, organizing, and managing the financial systems and services. S/he is to provide leadership and supervision to the finance office employee/s. Maintains books and records of accounts; Responsible for procedures used recording financial transactions, human resources and administration files and records. Coordinates the annual audit for accounts. Reporting to the Executive Director, the Finance Manager ensures the financial and administrative practices remain efficient, effective, and accountable to the Society's Membership and Board of Directors, funding partners and stakeholders.

#### **General Responsibilities:**

- Administer and coordinate all financial systems and processes of the Society including general ledgers, internal accounts, accounts payable and accounts receivable, payroll, insurance, budget monitoring and other financial systems and processes as required.
- Monitor and record all cash disbursements, expenditures, and receipts of the Society, ensuring timely, effective, and accurate record keeping.
- Ensure appropriate policies procedures, and processes with respect to financial transactions (including but not limited to cheque requisitions and related authorization, budgetary expenditures, pay and benefits) are followed.
- Maintain and oversee the Society's banking systems (including but not limited to accounts, statements, records, and institutional arrangements), as well as maintaining the Society's insurance arrangements.
- Perform month-end and year-end procedures including, but not limited to preparing all month-end reconciliations and year-end working papers for the Society's annual audit.
- Coordinate and assist the external auditors during their audit field work. Ensure that all audited financial statement deadlines are met per Society reporting requirements.
- Maintain the filing and record keeping systems of the Finance Office and Society' as a whole as required and administer the operations of the Finance Office (data base, administrative systems, supplies and equipment).
- Maintain confidentiality of the Society's Financial Business and other private information and records.

#### **Qualifications:**

- 2 years post-secondary diploma in related field (accounting, bookkeeping, office management) OR Equivalent education and experience.
- 3 years recent job-related experience including 2 years finance department.
- Current accounting practices and systems, and computer application skills including financial and accounting software.
- Communication, problem solving, negotiating, decision making, and judgement skills.
- Maintain trust and confidentiality
- Maintain clean and accurate records and deal effectively with emergency situations.

#### **Position open until filled**

The successful candidate must pass a Criminal Record Check. As per section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry.

*We thank all individuals for their interest, however, only candidates selected for interviews will be contacted.*

Please Submit a cover letter and resume to:  
Cassandra Joseph, Program Director  
Conayt Friendship Society  
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Email: [programdirector@conayt.com](mailto:programdirector@conayt.com)