

# Employment Opportunity Manager of Finance

## Job Description

**Position:** Manager of Finance - 37.5 Hours per week.

**Start Date:** Immediate

**Salary Range:** \$60,000 - \$90,000

**Organization:** Sault Ste. Marie YMCA

**Location:** Sault Ste. Marie, Ontario, Canada (Hybrid)

**Overview:** As the Manager of Finance, you will play a crucial role in managing the financial operations of our Association. Your responsibilities will span the entire accounting cycle, from recording transactions to financial reporting. You'll work closely with other team members to ensure accurate financial records and compliance with relevant regulations.

## Responsibilities:

### 1. General Ledger Management:

- Maintain and reconcile the general ledger, ensuring accuracy and completeness.
- Record all financial transactions, including donations, grants, and expenses.
- Prepare journal entries and adjust accounts as needed.
- Maintain fixed asset/PPE schedules, including capital additions/disposals and depreciation.

### 2. Accounts Payable and Receivable:

- Ensure payables and receivables are processed according to policies and procedures currently in place.
- Prepare GST/HST returns, claiming appropriate rebates on invoices.

### 3. Payroll

- Ensure payroll for employees is processed in a timely manner and verify amounts.
- Ensure all CRA reporting requirements are met.
- Administer the Association group benefits plan.

### 4. Banking and Cash:

- Perform daily cashflow reporting and manage timing of payments as necessary
- Liaison with bank authorities.
- Ensure bank reconciliations are done monthly and assist where needed.

### 5. Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements.
- Generate reports on budget vs. actual performance.
- Assist in the preparation of year-end financial statements for audit purposes.

### 6. Budgeting and Forecasting:

- Collaborate with program managers to develop and monitor budgets.
- Provide financial insights to support decision-making.
- Forecast cash flow and financial needs.

**7. Compliance and Regulatory Requirements:**

- Ensure compliance with relevant accounting standards and regulations.
- Assist with annual audits and liaise with external auditors.
- File T3010 charitable return and maintain accurate records.

**8. Financial Analysis:**

- Analyze financial data to identify trends, anomalies, and areas for improvement.
- Provide recommendations for cost-saving measures and efficiency enhancements.

**9. Other Duties:**

- Participate in organizational meetings and contribute to financial discussions.
- Support grant applications by providing financial information.
- Collaborate with colleagues on special projects as needed.

**Qualifications:**

- Bachelor's Degree in Accounting or equivalent work experience.
- CPA designation (or in progress) is preferred.
- Minimum of 5 years of experience in full-cycle accounting.
- Proficiency in accounting software (e.g., QuickBooks, Sage).
- Strong attention to detail, analytical skills, and problem-solving abilities.
- Excellent communication and teamwork skills.
- Current Criminal Reference Check.
- Legally entitled to work in Canada.

**What you need to succeed:**

Commitment to the YMCA's [Mission, Vision and Values](#)

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*The Sault Ste. Marie YMCA values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*

We thank all applicants for their interest in this position; only those selected for an interview will be contacted.

Please note:

- Candidates invited for an interview will be required to submit three professional references.
- The successful candidate will be required to submit a current and satisfactory Police Record with Vulnerable Sector Check for review prior to starting employment.

Please submit your cover letter and resume to [communications@ssmymca.ca](mailto:communications@ssmymca.ca). Please include "Manager of Finance application" in the subject line.