



Job Posting: Finance Project Manager

ABOUT YOU

You enjoy spending your workday in a busy environment, immersed in meaningful work with astute colleagues who are committed to a cause. You excel in a culture rich in productivity and respect – one in which you are supporting a busy team and producing high quality financial information and reports.

You are a highly experienced strategic thinker who can balance the big picture with detailed analysis, creatively solve complex financial problems, and manage multiple projects and funders within a unique, membership-based environment. Process, accuracy, and timeliness drive your exceptional output.

You are a financial professional who builds relationships with ease, both internally and externally. Your personal values include listening reflectively, speaking kindly, and acting ethically. It is important to you feel compelled to join others in creating meaningful and lasting change.

YOUR FOCUS

Our Finance Team's critical function is to provide service-oriented support to EAC staff who work tirelessly on diverse projects sponsored by multiple funders. Our Finance Project Manager leads, manages, and mentors this team and is responsible for overseeing financial accounting, timely reporting of accurate information, project and organizational budget development, and production of high level, easily understood financial summaries. Your work facilitates risk mitigation and sound decision making by staff, funders, the Senior Leadership Team, and our Board of Directors. A summary of our financials can be found in our 2023-2024 Annual Report, available here: https://ecologyaction.ca/sites/default/files/2024-09/Financial_Statements_2023-24.pdf

Reporting to the Director of Operations and Development, the Finance Project Manager actively participates in both strategic and operational planning for the organization, ensuring sound short-term and long-term business decisions. The utmost rigour and accuracy are required for all internal and external reporting.

WHAT YOU BRING

- Bachelor's degree in business or accounting.
- 5+ years of experience in project accounting or financial management within a non-profit organization.
- Highly competent in all aspects of financial record-keeping, reporting, analysis, and presentation.
- Ability to adapt to evolving issues and circumstances, providing creative solutions to financial challenges.



- Proven ability to prepare departmental and operational budgets with timely reporting of variances.
- Keen analyst and strategist able to produce high-level summaries to enable sound decision-making.
- Experience monitoring trends, risks, and financial resources to mitigate the adverse effects of loss.
- Strong interpersonal skills, with a respectful and responsive approach to colleagues' questions and concerns.
- Knowledge on managing government grant compliance responsibilities.
- Experience collaborating on foundation and government grants.
- Proven experience working with project teams throughout the project cycle, from proposal budgeting and project initiation to monitoring, project management, final reporting, and closeout.
- Skills in coaching, mentoring, and building capacity within teams.
- A commitment to equity, diversity, and inclusion in all aspects of work.
- Advanced skills in financial tools, including QuickBooks Online, Excel, Plooto, Dext, and KNIT payroll software.

Additional Assets

- Experience supporting and advising senior leadership, including a non-profit Board of Directors.
- Experience with organizations receiving a high volume of individual charitable gifts.

JOIN US

If you're ready to take on the challenge of managing diverse project budgets and contributing to impactful financial strategies, we invite you to apply. Your expertise will help shape the future of our organization and the communities we serve.

TERMS OF EMPLOYMENT

- Annual salary will be between \$60,000 and \$67,000 and commensurate with experience.
- On-site (in HRM) fulltime, permanent position within a four-day work week (Monday-to-Thursday)
- Cost shared benefits plan
- 3 weeks paid vacation per year (pro-rated for the 4-day work week) and 1 week of paid time off during the winter office closure in December. 12 paid holidays per year and paid wellness days (10 per year).

TO APPLY

Please submit your resume and cover [HERE](#). The closing date is November 24th, 2024. We thank everyone who applies; however, we will only be contacting those who will be interviewed.

