



# Ecology Action Centre

Position: **SENIOR FINANCE MANAGER**  
Terms: Full-time salary (37.5 hrs/wk) and benefits plan  
Reports to: Director of Operations & Development

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## OVERVIEW

The Senior Finance Manager is responsible for leading and accomplishing day-to-day, monthly, and annual functions pertaining to accounting, financial analysis, payroll, budgeting, forecasting, and reporting. The organization owns the 4,500 sq ft building it occupies, has 40+ staff, including seven Action Teams, the Fundraising Team, and the Operations Team and this position liaises with most staff. Additional responsibilities include oversight, revision, and maintenance of robust financial systems and controls to safeguard the organization's assets.

This position requires creativity, passion, dedication, and a high level of confidentiality. Reporting to the Director of Operations & Development, the Senior Finance Manager has the professional, management, and mentoring skills to lead and empower the Finance Team, which consists of the Senior Finance Manager, Finance Manager, Finance Clerk, and Data & Systems Officer.

The incumbent uses best practices to continually improve the Finance Team and works to ensure that the team provides positive, service-oriented support to staff. The position actively participates in both strategic planning and operational planning for the organization, ensuring sound short-term and long-term business decisions. Also required is an understanding of the technology and database requirements of an organization of this size.

The Senior Finance Manager is responsible for financial reporting to funders and supports others throughout the organization by providing accurate and timely budgeting and reporting to enable effective decision-making regarding program development, monitoring, and evaluation.

## CORE COMPETENCIES

- **Analytical** – Positive problem-solving attitude, high analytical ability, and KPI-driven results.
- **Attention to Detail** – Strong organizational skills, attention to detail, and accuracy.
- **Collaboration** – Works productively with diverse individuals to target and achieve optimal results.
- **Communication** – Effective listener & clear communicator with excellent written and verbal skills.
- **Conflict Management** – Assesses, addresses, and resolves conflict situations as they arise.

- **Critical Thinking** – Balances complex situations through reflection and process design.
- **Decision-Making** - Objectively identifies/critically assesses issues, developing appropriate decisions.
- **Ethical Conduct** – Bound by integrity and ethical principles aligned with CPA Code of Conduct.
- **Financial Reporting** – High aptitude for financial reporting and explaining information in simple terms.
- **Inter-Personal Skills** – Builds strong, positive internal/external relationships based on respect and trust.
- **Management** - Knows and applies models of management to influence, inspire and motivate staff.
- **Professional** – Strong work ethic, respect for diversity, commitment to strengthen professional skills.
- **Project Management** – Plans and manages individual and team work flow to accomplish objectives.
- **Self-Motivated** – Works well independently, takes initiative, and adapts work schedule as required.
- **Time Management** – Organizes time effectively and manages multiple deadlines.

## **ESSENTIAL FUNCTIONS**

### **Leadership/Management**

- Provide financial leadership and direction to all staff and volunteers.
- Ensure that the organization is well managed financially; ensure it lives within its means.
- Be aware of the state of the broader economy and how that might impact donors and funders.

### **Financial Management**

- Develop and oversee budgets for action teams, fundraising, and operations.
- Oversee tracking of all incoming/outgoing financial transactions for operations, projects, and grants.
- Oversee A/R, A/P, invoicing and all month-end activities.
- Complete payroll on a bi-weekly basis, working with Finance Manager.
- Oversee the tracking of actual spending against budgets.
- Monitor and report variances from budget on a monthly and quarterly basis.
- Prepare quarterly financial updates for the board.
- Coordinate year-end activities and complete final accounting entries.
- Prepare working documents for auditors.
- Liaise with auditors to close year-end; prepare draft financial statements.
- Manage cash flow.
- Manage bank accounts and investment account as necessary.
- Coordinate the selling of stock donations.
- Ensure Fern Lane asset is financially well managed (i.e. capital replacement plan).
- Manage EAC reserve funds, as necessary.
- Ensure supplier pricing is competitive for larger purchases and contracts.
- Oversee the maintenance of grant funding documents (i.e. proposals, contribution agreements).

- Attend Board meetings as required.

### **Financial Support**

- Provide support and guidance to action area teams related to proposal budgets, contribution agreements, and reporting to funders.
- Provide support to staff for the development and review of contracts with partner organizations.
- Update the funding status of each Action Area team on a monthly basis.
- Provide support to action area teams on the ongoing status of funding.

### **Compliance**

- Maintain financial documentation, updating as necessary.
- Monitor compliance with existing financial policies and procedures, revising as necessary.
- Ensure proper accounting practices and controls, adhering to ASNPO regulations.
- Oversee the preparation of all government-related financial filings – HST, source deductions, T4s, etc.
- Complete the annual charitable tax return.
- Ensure compliance with CRA regulations for charities, including providing training to staff.
- Ensure tax receipting is accurate, timely and in compliance with CRA requirements.
- Ensure appropriate and current insurance coverage.
- Remain current on banking regulations and the evolution of payment options and fund transfers.
- Maintain risk register and support Director of Operations & Development on risk management issues.
- Manage signing authorities and update as necessary.

### **Communications – Internal**

- Prepare year-end package containing financial results and organizational statistics for AGM.
- Prepare financial section for EAC Annual Report.
- Prepare updates for staff on overall financial status of the organization.

### **Supervision**

- Supervise two staff – Finance Manager and Data & Systems Officer.

### **Other**

- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- All core competencies listed above are critical requirements for this position.
- Degree in business or accounting.
- 5+ years experience in a similar position with a non-profit organization.

- Experience developing and managing \$3M+ budgets.
- Experience managing foundation and government grants.
- Supervisory/management experience, including coaching, mentoring, and staff development.
- Strong knowledge of MS Office including Word, advanced Excel, PowerPoint, and Outlook.
- Experience working with Sage 50.
- Experience working with ADP payroll system, including payroll training and knowledge of legislation.
- Thorough knowledge of audit procedures, risk management, and preparation of financial statements, including year-end.
- Knowledge of contact management databases and IT systems, including Microsoft 365.

### **PREFERRED QUALIFICATIONS**

- CPA or comparable professional accounting designation.
- Knowledge of GAAP and ASNPO.
- Experience supporting and advising senior leadership.
- Commitment to environmental issues and social justice.
- Demonstrated collaborative skills working with diverse groups.
- Conflict resolution training.
- Experience working with a non-profit Board of Directors.

### **WORKING CONDITIONS**

- Fast-paced, constantly changing work environment with 40+ staff in HRM and elsewhere.
- Able to work in a shared office environment with a moderate noise level.
- Able to deal with sudden, last minute deadlines, as they occur.
- Able to adapt work schedule to include evenings and weekends during busy periods if necessary.
- Extended viewing of a computer monitor.
- Must have some flexibility in schedule when urgent situations within the organization arise.
- Probationary period is 9 months.
- Criminal record check required.
- Must be legally entitled to work in Canada.