

## **POSITION SUMMARY- Manager, Accounts & Finance**

The Accounting and Finance manager will be responsible for daily bookkeeping, accounts payable and receivables, payroll, assistance with end-of-month close, grant reporting, audit preparation, GST & Tax compliances and other related duties as assigned. The associate will work closely with and report to the accounting and finance director.

## **PRIMARY RESPONSIBILITIES**

- Develop and manage annual and multi-year budgets that are adequate for the
- Organization's needs including preparation of periodic budget forecasts
- Prepare and maintain cash flow analyses as needed
- Analyze monthly financial statements (balance sheet, income statement, and statement
- of cash flows) and effectively convey analysis to staff as requested
- Assist in preparing year-end books for audit
- Ensure operational compliance with policies, procedures and regulations for any
- necessary entities
- Process vendor payments and check requests
- Process employee reimbursements including managing employee credit card charges
- and reconcile credit card accounts
- Reconcile bank accounts and general ledger accounts as assigned
- Respond to inquiries from staff regarding budgets, deposits, disbursement and grant
- reporting requests.
- Assist in reconciling all balance sheet and income statement accounts on a
- monthly/quarterly basis as indicated by the monthly closing schedule.
- Process payroll and report payroll taxes for the organization
- Perform basic office management duties as requested

## **QUALIFICATIONS**

- M.com / MFC / MBA (Finance)

## **EXPERIENCE**

- 3-5 Years

## **REQUIRED SKILLS / ABILITIES**

- Well organized with good verbal, written, and interpersonal skills
- Work effectively with staff and public
- Work independently
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks
- Demonstrate good judgment and good problem-solving skills
- Respond appropriately to evaluation and changes in the work setting