



**Position Title: Finance Manager/Director** (Full Time)

**Department:** Finance

### **Position Summary**

Reporting to the Executive Director, the Finance Manager/Director is responsible for preparing financial reports (using **Simply Accounting**) and support the organization's financial operations. The Finance Manager/Director understands the organization's operations and management, and some of its more complex financial management and accounting issues specific to the non-profit sector including regulations, policies and procedures.

### **Specific Duties and Responsibilities**

- Assist the Executive Director with the preparation of annual budgets for various programs in accordance with the specifications outlined by various service providers
- Perform budget to actual comparisons and report variances to the Executive Director on a timely basis
- Responsible for preparation of monthly financial reporting package provided to the Board of Directors
- Assist with the preparation of budgets for new grants, proposals, or submissions including project specific planning calendars and assist with project implementation in coordination with Department Supervisors and Executive Director
- Oversee the organization's finances in the Executive Director's absence under guidance of the Board President
- Assist with implementing and improving cash flow management processes
- Preparation of service provider settlement claims as required by various service providers within deadlines
- Ensure timely and accurate monthly and year end closure of accounts, including the review on **monthly bank reconciliation**, and submit reports to the Executive Director as per prescribed deadlines
- Conduct regular checks of the internal controls, ensure all expenses are within assigned project budget and update the Executive Director on financial status of the organisation
- Review financial paperwork and procedures, provide recommendations and make necessary changes
- Assist in maintaining and updating Capital Asset information and with the disposal of old equipment with approval from the Executive Director and Board of Directors
- Assist in processing Accounts Payable and Receivables, identify and resolve invoicing issues, accounting discrepancies



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- Audit and ensure all payroll transactions are processed efficiently and resolving payroll discrepancies; enter new employees' data (e.g. bank accounts and tax identification numbers) into internal databases in a timely manner
- Determine payroll liabilities by calculating employee federal and provincial taxes, SIN, employer's social security, unemployment, and workers compensation payments
- Timely preparation and delivery of all government remittances and filings, including EHT, WSIB, HST, Benefits and Pension
- Issuance of T4s and Records of Employment as per Employment Standards
- Assist as a back up support to the finance staff's absences
- Perform other duties as assigned

### **Qualifications**

- University Degree in Finance or Accounting with 3 to 5 years' relevant work experience
- Demonstrated ability to meet funding, reporting and internal deadlines, and to monitor financial aspects of projects and their funding requirements
- Knowledge of the not-for-profit sector is considered an asset; in particular, familiarity with issues relevant to the immigrant service sector and of community programs/services serving immigrants and refugees
- Solid knowledge of financial and accounting procedures
- Advanced knowledge and hands on experience with Simply Accounting and Microsoft Excel
- Proficient in Microsoft Word and Power Point

### **Essential Skills**

- Excellent communications skills, both written and verbal
- Ability to work both independently and co-operatively
- Strong Math and Numeracy; Problem solving; Research information; Critical thinking; Decision Making and Attention to Detail.

**Apply in writing no later than April 4, 2019 with a cover letter and resume to:**  
**careers@westofwindsor.com**

***WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.***

***(Accommodations available upon request)***