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## Finance Manager

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**Location:** 10 Carnforth Road, Toronto

***Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word?*** The Canadian Bible Society (CBS) is looking for a dedicated Finance Manager who will provide professional management finance and accounting services to our team.

The Finance Manager will report to the CFO and lead a team in support of the financial objectives for the organization through an integrated financial management strategy involving staff, consultants and volunteers and working collaboratively with the Board of Governors (BoG), SMT, Regional Councils/District Boards, churches, partners and constituents.

**Key responsibilities include:**

- **Budgeting**
  - Working directly with the CFO and management to prepare and finalize annual budgets and forecasts.
- **Treasury**
  - Monitoring all banking transactions and balances.
  - Managing credit card accounts.
- **Customer Service**
  - Responding to internal and external service requests.
- **Administrative**
  - Acting as back up to the CFO and other Finance & Accounting staff as required.
  - Providing effective communication and leadership to a small team.
  - Maintaining investment files.
- **United Bible Society**
  - Oversee the recording, reconciling and preparing reports required to settle projects and other accounts.
- **Financial Systems and Reports**
  - Reviewing month-end and year-end closing, reconciliations, assembly, and commentary for monthly financial statements and reports.
  - Oversee the settings in the financial system (currently NAV) to streamline systems and processes for the organization.
- **Year-End Audit**
  - Managing year-end audit process, and act as the liaison with the lead auditor on-site.



- **Reports and Returns**
  - Managing annual T3301 and CCCC returns and all other Federal and Provincial reports and returns.
- **Participate in special projects**
  - Working collaboratively on projects, which may include IT related projects, as part of the strategic plan.

**Requirements:**

- Ten (10) or more years of demonstrated successful finance and accounting experience, including experience leading a team, preferably in a non-profit and multi-office context;
- Demonstrated experience formally managing a team of four or more;
- Certified Public Accountant (CPA) designation required;
- Demonstrated effective communication skills (written and verbal), including presentations;
- Known strengths and weakness, understands impact of themselves on others, knows what makes others tick;
- Open to feedback, willingness to learn and commitment to help others learn and grow;
- Strong organizational skills, attention to detail and ability to multi-task under pressure;
- Experience working on projects related to new systems and processes;
- Maintains a high-level of confidentiality.

**To Apply:**

Join our growing team at this exciting time! Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by October 12<sup>th</sup> **2018**.

*Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.*