

November 27, 2012

Opening # 1

**Job Posting  
Internal/External Position  
Finance & Administration Manager**

(One-year contract from February 2013 to January 2014, with possibility of extension)

Reporting to the Executive Director, the Finance & Administration Manager is responsible for managing and monitoring organizational budget, fundraising projects, day-to-day financial operations and office administration. The Finance & Administration Manager is a pro-active problem solver and works effectively as both a leader and a team member. This position maintains oversight of the administrative tasks fulfilled by the office/administrative assistants. The Finance & Administration Manager acts in a manner which is consistent with responsible and ethical practices, and manages at CultureLink using a strong anti-racist/ anti oppression analysis and social justice-oriented principles and practices.

**RESPONSIBILITIES:**

- Set agency-wide annual revenue targets and expenses by developing annual budgets for review by the CultureLink Executive Director and Finance committee;
- Assist program managers to set annual program budgets;
- Monitor both the agency and program budgets in a quarterly and bi-yearly basis;
- Provide information on variances and budget availability, i.e., monthly financial statements on individual programs to be provided and discussed during management meetings;
- Collaborate with the Executive Director and the CultureLink Management Team to create a fund development plan which increases revenues to support the strategic direction of the organization;
- Performs various general grant preparation and administration functions such as submitting monthly claims, contract amendments, etc.
- Identify potential sources of funding, prepares and coordinates the development of funding proposals and applications for submission to funding sources.
- Ensure the appropriateness of the key assumptions included in the organization's financial plan and annual budget proposals. Provides advices to management colleagues on these matters;
- Work closely with the managers as part of a mutually supportive management team.
- Advise on the likely financial consequences of all proposed courses of action
- Ensure the development of timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures;
- Prepare all supporting information for the annual audit and liaise with the external auditors;
- Prepare and implement financial operating policies, procedures and guidelines;
- Prepare, implement and ensure compliance with CRA filings and other tax regulations prevalent in Ontario and Canada
- Responsible for the maintenance, repairs, operations and upkeep of the office facilities, furniture/fixture and equipment such as computers , photocopy machines, etc.
- Ensure compliance with the board-approved financial and risk management policies and procedures.
- Liaison with the landlord on issues relating to the property, security, and other matters relating to the office management and proper functioning of the facilities;
- Responsible for developing and implementing relevant policies for the agency's administrative functions;
- Supervise Bookkeeping and the Administrative Team;

- Collaborate with the HR office to utilize both the financial and HR resources efficiently and effectively;
- Participate as a member of the Management Team in CultureLink's strategic planning, overall direction and day-to-day organizational management;
- Any relevant duties assigned by the Supervisor.

### **QUALIFICATIONS:**

This position requires a minimum completion of three years post secondary education, preferably in Business Administration, professional finance/accounting designations such as CA, CGA, CMA, CFA, etc and five years of relevant skills experience or combination thereof. In addition, candidates should possess the following skills:

- Demonstrated ability to manage, monitor and coordinate an organization's fiduciary obligations and manage/oversee the organization's administrative operations
- Demonstrated ability to write proposals, meet funding deadlines, and to monitor projects and their funding requirements.
- Demonstrated ability in negotiating and implementing funding and financial agreements/contracts with funders, suppliers and other contractors.
- Experienced in administration and in supervising staff.
- Strong familiarity with issues relevant to the immigrant service sector and a good knowledge of community programs/services serving immigrants and refugees.
- Strong familiarity with fund accounting and non-profit financial management practices
- Excellent written, verbal and editing skills.
- Proficiency with computers and intermediate Word and Power Point and advanced Excel and thorough knowledge of QuickBooks/Simply Accounting
- Ability and experience in working under tight deadlines.
- Ability to work both independently and cooperatively.
- Ability to communicate in French is an asset

***Compensation will be competitive.***

We encourage applications from members of equity seeking groups. ***CultureLink is an equal opportunity employer.***

If you are interested in this position, please apply by submitting your resume and cover letter by Friday December 21, 2012 to:

The Hiring Committee,  
Attn.: Claudia Rivera  
Email: [jobs@culturelink.ca](mailto:jobs@culturelink.ca).  
2340 Dundas Street West, Suite 301  
Toronto, ON M6P 4A9  
Fax (416) 588-2435.

We thank all applicants for their interest but only those selected for interview will be contacted.