

Finance Manager

We are currently recruiting for a long-term Finance Manager position for a predominant nonprofit community organization that is an integral part of the Lloydminster community. This is a full-cycle accounting position responsible for the management and administration of the Finance Department including budget, cash flow assessments, monthly financial planning, government and all other reporting.

This is a perfect position for someone who is flexible, very detail orientated meeting tight deadlines, community minded going above and beyond, takes personal pride/ownership in their position and enjoys a challenge.

Description:

- Ensure all month/year-end financial duties and reporting are accurately completed meeting all deadlines;
- Perform and coordinate all financial activities including but not limited to: AP/AR, coding and processing invoices, cortex, transactions, payroll, bank reconciliations, bank deposits, cash flow, financial planning/reporting, grant reporting, general accounting, etc. in accordance with Generally Accepted Accounting Principles (GAAP);
- Supervise finance support staff;
- Manage ATM's at all events and money at all internal events;
- Attend all meetings as required;
- Assist in recruitment, training and performance evaluation of finance personnel;
- Along with management; prepare, input, assist, and monitor fiscal year budgets;
- Provide support in the development of business proposals;
- Develop and implement a fixed asset inventory control system;
- Keep abreast of federal, provincial and municipal developments, laws and policies that may affect the financial operations of the nonprofit organization;
- Prepare for and participate in annual audits;
- Provide support to specific event committees.

Requirements:

- Minimum two (2) years' experience in financial management;
- Minimum five (5) years' experience in accounting;
- Strong knowledge of GAAP;
- Proficient in accounting software, report writing and learning of new software;
- Work effectively and efficiently individually and in a team environment with a strong customer service aptitude;
- Superior interpersonal and communication skills at all levels;
- Superior organizational, time management and prioritizing skills;
- High level of critical/logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts;
- Interpret and implement organization policies and procedures;
- Maintain corporate confidentiality;
- Highly flexible to varying schedules.

Asset: Understand the accounting principles and reporting of a nonprofit organization. ACCPAC,

Please forward current resume and references in confidence to Jetstream Personnel Consulting via email:
hr@jetstreampersonnel.com

We appreciate all prospective candidates however only those being interviewed will be contacted.