



This position is posted internally and externally

CAREER OPPORTUNITY

Position: FINANCE MANAGER – TEMPORARY 1 YEAR

Department: CENTRAL ADMINISTRATION

Hours: Monday to Friday - 35hours/week

Position Overview:

To provide accurate and timely processing of financial information up to and including financial statements and funder reports. You must be able to work independently and utilize sound judgement to perform all duties assigned with minimal supervision. You must be able to manage multiple priorities and complete tasks with tight timelines. You are able to maintain effective working relationships with coworkers, clients and community organizations.

Key Responsibilities:

Responsibilities include:

- Preparation of monthly financial statements including the maintenance and reconciliation of asset and liability schedules;
- Assistance with the completion of the year-end audit including the preparation and balancing of schedules and reports;
- Timely completion of funder financial reports and budgets
- Prepare journal entries, bank reconciliations and all work related to the general ledger;
- Assist with budget preparation;
- Participate in the process, policy and procedure development and system upgrades;
- Provide direct supervision to finance staff;
- Promote a healthy and safe working environment for all employees by ensuring compliance with all safety regulations and national and local building codes;
- Participates in the creation and administration of an operations budget, including forecasting future needs.

Qualifications:

- College Diploma or University degree in accounting with 3-5 years' experience working in not for profit accounting.
- Competence in relevant computer applications (Microsoft Office Suite 2010, Sage 300 Advanced ERP).
- Good knowledge of all payroll and related legislation.
- Knowledge of Canadian Accounting Standards.
- A combination of experience and formal education will be considered.
- A professional accounting designation is an asset.
- The successful candidate will be required to provide a Police Information Check.

Start date: June 17, 2019

Application deadline: May 24, 2019

Please submit, in confidence, a resume and cover letter referencing job posting CA09 and where you viewed our ad:

Email: humanresources@lfsfamily.ca

Mailing Address: Human Resources, Lethbridge Family Services
1098 – 3 Avenue North
Lethbridge AB T1H 0H7

Fax: (403) 327-5725

Web: lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.

