



Immigrant and Refugee
Community Organization of Manitoba

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SENIOR FINANCE OFFICER
Permanent, Full-time (37.5 hours/week) Position
July 2019

Candidate Profile: The Senior Finance Officer is an experienced finance professional and collaborative leader committed to IRCOM's vision and mandate to empower newcomer families to integrate into the wider community through affordable transitional housing, accessible services and capacity building programs. This individual is a detail oriented, efficient and resourceful individual with strong financial management and computer skills, able to work effectively with a culturally diverse group of community members. The ideal candidate will thrive in a fast-paced environment, manage and prioritize multiple tasks, and inspire and support the management and staff team in achieving IRCOM's outcomes.

Position Summary and Purpose: The Senior Finance Officer plans, organizes, directs, controls and evaluates the financial and accounting operations of two not-for-profit organizations: the Immigrant and Refugee Community Organization of Manitoba, Inc., (IRCOM) and IRCOM House Inc. Leading a team of two Bookkeepers, this individual will further develop and implement the financial systems and policies of these organizations in ways that build IRCOM's capacity to achieve its mission, mitigate risks, and effectively share and utilize financial information.

Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Senior Finance Officer leads IRCOM's financial activities by:

- Supervising financial operations
- Reporting and managing records
- Strategic financial planning
- Financial risk management, and
- Team and interdepartmental support

Under the direction and support of the Executive Director, the Senior Finance Officer will fulfill the following:

DUTIES AND RESPONSIBILITIES:

Financial Operations Supervision (30%)

- Oversee the entire financial portfolio and perform all end-to-end accounting functions for IRCOM and IRCOM House Inc.
- Provide key input on organizational decisions with significant financial implications
- Maintain in-depth relations with and provide assistance to all members of the leadership team, including designing and delivering training related to budgeting, cash flow and financial statement analysis
- Supervise the core administrative and financial tasks performed by the Bookkeepers including payroll, accounts receivable, and accounts payable
- Audit bi-weekly payroll for proper recording of overtime, sick time and vacation time
- Lead IRCOM process for Financial Accountability and Transparency Standards accreditation with Imagine Canada

Reporting and Records Management (25%)

- Prepare and submit organizational financial statements to the Executive Director and participate in Stewardship Committee and Board meetings as requested
- Prepare, analyze and present monthly program financial reports to managers
- Maintain all accounting records, including monthly bank reconciliations
- Coordinate annual audit with external auditors, preparing accounting records as required
- Maintain relations with external auditors and investigate their findings and recommendations
- Oversee annual preparation and submission of T3010s, T4s, and T4 Summaries
- Ensure that record keeping meets requirements of auditors and government agencies
- Prepare and submit all funder requested reports, compliance audits and financial reviews

Strategic Financial Planning (20%)

- Lead the development of a long term financial sustainability strategy, considering IRCOM's future direction, strategic initiatives and strategic organizational plans
- Research new funding sources, draft letters of interest or inquiry and liaise as appropriate
- Support the Executive Director in responding to donor inquiries
- Oversee the Funder database, prepare and maintain schedule of all funding applications and reporting due dates
- Develop finance resource performance measures for IRCOM's strategic direction

Financial Risk Management (15%)

- Develop, implement and monitor control systems designed to preserve IRCOM's assets and report accurate financial results
- Monitor all open legal issues involving IRCOM, and legal issues affecting the financial regulation of Not-for-Profit/Charity sectors
- Understand and mitigate key elements of IRCOM's financial risk exposure
- Maintain appropriate insurance coverage including Worker's Compensation
- Ensure IRCOM complies with all financial, administrative, legal and regulatory requirements including Generally Accepted Accounting Principles (GAAP)
- Ensure compliance with CRA Charitable Status including preparing annual Charitable Tax return (T3010) and issuing Charitable tax receipts
- Ensure compliance with the Companies Office including filing the annual incorporation documents
- Report risk issues to the Executive Director and the Stewardship Committee of the Board of Directors
- Arrange for debt financing when and if required

Team and Interdepartmental Support (10%)

- Manage, mentor, train, and support members of the Finance team
- Lead finance team meetings
- Participate in Board and Management team meetings as instructed
- Participate in staff meetings and events
- Engage in ongoing professional development
- Other duties as requested by the Executive Director or designate

QUALIFICATIONS:

Required Qualifications:

- Certification – current CPA accounting designation or equivalent
- Training - Bachelor's degree in Finance, Accounting or equivalent
- Experience - well-rounded financial leadership background with a minimum 5 years Canadian, non-profit accounting, payroll and audit experience
- Leadership - prior supervisory experience in a Director, Manager or senior level role
- Strategic - strategic ability, keen intellect and outstanding analytical skills
- Integrity - impeccable integrity, a strong work ethic, and demonstrable credibility
- Software Proficiency – accomplished user of SAGE50, Payworks and Microsoft Office
- Resilience - resilient and sensitive to changing priorities, and able to work as a change agent within the organization
- Excellence - demonstrated effectiveness in decision making & implementing best practices
- Communication - strong English language skills, able to clearly communicate instructions, requests, reports and analysis verbally, in writing, and in presentations
- Collaboration - possesses exceptional interpersonal skills and the ability to build collaborative relationships with multiple and diverse stakeholders
- Emotional intelligence - able to coach, develop and mentor team members
- Team Builder - able to motivate colleagues and foster a culture of teamwork and service
- Prioritize Tasks - proven capacity to prioritize tasks while working in a fast paced, multi-tasking environment
- IRCOM values - Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

Desired Qualifications:

- Experience with IRCC or government funded programs and reporting requirements
- Prior experience managing a budget of \$2 million or more

Hours of work:

This is a full-time permanent position to a maximum of 37.5 hours per week. The Senior Finance Officer's hours will take place primarily between 9 a.m. - 5 p.m. Occasional evenings and weekends will also be required.

Wage: \$36.55-41.17/hr (\$71,272-80,281/yr) depending on qualifications and experience

Benefits: Group insurance (life, LTD, AD&D, dental & extended health)
Paid sick and discretionary days
Employer paid RRSP contribution (after 1 year)
Professional development opportunities
Collaborative, family-friendly and supportive working environment

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, persons of colour, persons with a disability, or any other groups that are typically under-represented in the workplace.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Applications must be submitted by 3 p.m. on Monday, July 29, 2019.

Interested applicants are invited to attend an **information evening on Thursday, July 25**, at 5:30 p.m. at 95 Ellen. **To attend, please RSVP to virginiag@ircom.ca by 5 pm, Wednesday, July 24.**

We thank all who apply and advise that only those selected for further consideration will be contacted