

Position Title: Finance Manager

Deadline: Monday August 6, 2018

Location: Ottawa (Carp), ON

Salary: Commensurate with education and experience

Hours: 37.5 hours a week, Monday to Friday

Diefenbunker, Canada's Cold War Museum is seeking a Finance Manager to join their team. Primarily responsible for providing first class accounts service across the museum, the Finance Manager will collaborate on museum wide projects, contribute to finance strategy, and manage the overall finance and accounting of the museum.

Responsibilities

- Maintaining and monitoring bank and investment accounts, ensuring positive cash flow.
- Managing biweekly staff payroll and administering benefits plan.
- Reviewing/posting daily sales reports and deposits. Oversees weekly bank deposits, including ensuring all daily cash sheets are accurate and compliant with museum cash handling procedures.
- Managing the museum's invoices, accounts receivable, follow-up and collection.
- Maintaining A/P, charge card account, government remittances and reporting.
- Preparing/posting month-end and year-end accounting and adjusting journal entries.
- Maintaining grant/project funding accounting procedures, monitoring and releasing segregated grant/project funds.
- Ensuring that financial procedures are followed.
- Maintaining accounting files and securing payroll files.
- Preparing quarterly cumulative financial reports noting budget variances and projections.
- Preparing official charitable donation receipts.
- Supporting the annual financial audit, year-end review, adjustments.
- Providing fundraising, payroll and Board data for annual charities return.
- Preparing financial portion of annual municipal and provincial funding applications from audited financial statements, and providing financial and payroll data for grant and funding reporting.
- Supporting the Executive Director and the Board in the annual budget process.
- Liaising with legal firm to provide data for Corporations Canada annual filing and Board updates.
- Maintaining documents re corporate information and signing authorities.

- Supporting pertinent grant and sponsorship opportunities with the provision of financial data.
- Other duties as required and assigned.

Qualifications

The qualified candidate must be detail oriented, organized, and quality conscious. They will have exceptional time and financial management skills, and preserve the confidentiality of all matters. Key qualifications include:

- Relevant post-secondary degree or diploma in Accounting or Business field or related discipline and/or equivalent applicable experience.
- Minimum 5 years' experience in General Accounting. This includes finance, payroll, standard bookkeeping practices, registered charities, HST for charities, PSB rebates.
- Proficiency working with Sage 50 Accounting, Ceridian DayForce and PowerPay, MS Office Suite, Google Suite, and FareHarbor: booking software and reporting, and advanced experience using MS Excel.
- Experience with accounts reconciliation and analysis.
- Ability to work independently and in a team setting.
- Effective communications skills.

To Apply

If you are interested, please send your cover letter, and resume with the subject line “[Your Name] – Finance Manager” to c.mcguire@diefenbunker.ca by Monday August 6, 2018.

Thank you to all applicants for their interest, only candidates selected for an interview will be contacted.

Diefenbunker, Canada's Cold War Museum is an equal opportunity employer and welcomes diversity in our workforce.