

## JOB POSTING

### FINANCE MANAGER (FULL-TIME)

#### WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading national champion of financial empowerment, we work with government, business, and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all people with low incomes across Canada.

At Prosper Canada, we value being collaborative, human-centred, and forward-thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. We strive to create a culture where all feel valued, respected, and empowered.

Join us in supporting and empowering everyone in Canada to prosper.

#### THE OPPORTUNITY

Prosper Canada is seeking a full time Finance Manager who will be responsible for managing and enhancing the organization's financial/accounting processes, procedures and systems and developing new processes, procedure and systems when needed.

Reporting to and supporting the VP Finance and Administration, the Finance Manager will manage one accounting staff and external contractors as needed, and work in collaboration with other internal teams and external stakeholders as required.

The successful candidate will play a critical role in: maintaining an accurate and sustainable financial management system; identifying and helping to address financial management issues that could affect the integrity, accuracy and effectiveness of our organizational finances; providing advisory support to management team members with respect to financial planning, financial modelling, business case analysis, and program financial reporting; working collaboratively with team and project leads to support effective management of their budgets; supporting the VP Finance and Administration to produce clear, timely and accurate financial reporting to the Executive Team and Board of Directors; and supporting the VP Finance and Administration in development of the annual organizational budget.

### **Compensation**

The salary range for this position is \$72,000- \$82,000. Upon successful completion of a 3-month probation period, the successful candidate will also participate in a full suite of employee benefits including: group medical and dental benefits, an Employee Assistance Program, an employer RRSP contribution and membership in the [Common Good](#) retirement savings plan, paid personal and sick days, 20 paid vacation days, paid time off when we close the office from Christmas Eve through New Year's Day, and professional development opportunities.

## **SUMMARY OF RESPONSIBILITIES**

### **Financial planning, analysis, and management**

- Support Executive Team and managers with financial planning, financial modelling, business case analysis, and program financial reporting.
- Prepare financial reporting and performance analyses.
- Review and identify opportunities to enhance current financial reporting processes and systems by leveraging automation in accounting and finance.
- Support periodic review and updating of financial policies, procedures and controls and ensure effective implementation and staff compliance.
- Support and advise all team lead and project leads on effective development and management of their budgets.
- Support VP Finance and Admin with business model analysis
- Assist Business Development team with development of accurate proposal budgets – e.g. enhancing accuracy of activity costing and pricing, ensuring core overhead costs are captured to greatest extent possible, and reviewing final proposal budget before submission.

### **Budget planning and reporting**

- Work with VP Finance and Administration and the other teams to help analyze expenditures and develop realistic annual budget and multi-year program budgets for the organization.
- Support management in analyzing organizational budget.
- Support VP Finance and Administration to prepare clear, timely and accurate financial reports, including regular budget updates for the Executive Team and Board of Directors.

### **Accounting**

- Oversee accounts payable/accounts receivable and supervise Senior Officer, Accounting
- Complete monthly close and prepare financial statements.
- Lead the annual audits with support from Senior Officer, Accounting
- Handle cashflow management and analysis
- Manage compliance reporting.

### **Payroll and benefit administration**

- Manage Ceridian payroll services, including contributions to Common Good retirement plan.
- Support VP Finance and Administration in administering Group Benefits Plan
- Support VP Finance in managing office lease and other office related contractual obligations.
- Help review Purchase of Service contracts.
- Help to periodically review and update organizational Personnel Policy.

### **Human resources**

- Manage performance and development of staff under their supervision.
- Work with the broader Finance and Administration Team to develop and achieve annual objectives and key results, and report quarterly on progress.
- Support staff recruitment process.

## **EXPERIENCE AND COMPETENCIES**

If you don't meet all our requirements (below), but believe your skill set and experience is applicable or transferable, we would love to hear from you:

**Apply if you meet most of these requirements:**

- A bachelor's degree in finance, accounting, or a related field
- 5+ years of experience in accounting, budgeting, auditing, financial planning in non-profit organizations
- In-depth understanding of non-profit finances and requirements governing financial activities and financial reporting of non-profits and charities
- CPA designation
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency with Sage accounting software
- Proficiency with advanced Excel spreadsheet
- Strong data analysis and management skills
- Demonstrated business analysis skills
- Experience developing, implementing, and ensuring compliance with finance and accounting policies, processes, and controls
- Awareness of emerging trends, including advanced software, that offer opportunities for greater accounting accuracy and efficiency
- Highly organized, strong attention to detail, and strives for accuracy at all times
- Solution-oriented, open to new ideas, and committed to continuous improvement
- Adaptable and collaborative team player who can facilitate dialogue and problem-solving within and across teams
- Ability to proactively identify performance issues of their direct report and take action on/support improvement
- Strong written and verbal communication skills
- Ability to work under pressure and on tight deadlines.

**Prosper Canada values and welcomes:**

- Applicants from racialized groups, including, black, Indigenous, and people of colour
- Applicants of all gender expressions and sexual orientations, including queer, trans, and two-spirit people
- Your personal experience of living on a low income, being a newcomer, or living with a disability and the insights and perspectives this would bring to your work
- Your understanding of the concepts of institutional and structural racism and bias and their impact on underserved and under-represented communities.
- Your ability to build empathetic relationships with a broad range of people including diverse communities living on low incomes.

We encourage candidates from equity-seeking groups to self-identify in their cover letters and are committed to accommodations for all candidates and staff with temporary or permanent disabilities.

## APPLICATION DETAILS

|                              |                                    |
|------------------------------|------------------------------------|
| <b>Application deadline:</b> | Until filled                       |
| <b>Start date:</b>           | As soon as possible                |
| <b>Job location:</b>         | 60 St. Clair Avenue E., Toronto ON |

Prosper Canada offers a hybrid work environment with staff largely working from home but having the option to work in the office when they prefer or as needed. Staff are periodically required to attend onsite meetings and training sessions and some teams also opt to meet regularly in person. We value in-person connection but expect many staff will want to blend in-office and remote work and look forward to discussing hybrid options with candidates.

**Office attendance:** Approximately 2 times a week

**Travel:** N/A

**How to apply:** Please email the following documents to [info@prospercanada.org](mailto:info@prospercanada.org) with subject line “Application for Finance Manager.”

- Cover letter
- Resume

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Interviews with candidates may be conducted virtually or in person for candidates in the Greater Toronto Area. If you require any accommodations to have a successful interview, please let us know.