

JOB TITLE: Finance Manager
REPORTS TO: Executive Director

REPORTING DIRECTLY TO THIS POSITION: TBD

POSITION SUMMARY – *Finance Manager*

The John Howard Society of Manitoba is a complex, community-based non-profit organization and a registered charity that requires financial leadership and expertise beyond that of a typical mid-sized organization. The Finance Manager plays a critical role in supporting the organization's financial sustainability, operational effectiveness, and strategic direction through sound financial management, reporting, analysis, and compliance oversight.

The Finance Manager must possess a strong understanding of non-profit accounting principles, government funding agreements, budgeting processes, and financial controls within a fast-paced and multi-program environment. This role requires a collaborative and solutions-focused professional who understands the complexities of community-based social services and the importance of accountability, transparency, and ethical stewardship of public funds.

The John Howard Society of Manitoba delivers a broad range of community justice, housing, reintegration, and support services for individuals involved in or impacted by the justice system. Programs may include community residential facilities, housing supports, outreach and reintegration services, employment and education programming, restorative justice initiatives, and other community-based supports aimed at reducing barriers and promoting successful reintegration. Funding for programs is received through a variety of provincial and federal government departments, grants, service agreements, and community partnerships. Each program area operates within its own budget structure and funding requirements, requiring detailed financial tracking, reporting, and accountability measures. In addition to direct service delivery programs, the organization includes administrative functions that support operations, human resources, finance, facilities, program development, and organizational leadership.

The Finance Manager works closely with senior leadership to ensure the financial health and operational integrity of the organization.

MINIMUM REQUIREMENTS - *Education and Experience*

- Must be 18 years of age or older.
- Post-secondary education in Accounting, Finance, Business Administration, or a related discipline is required.
- Chartered Professional Accountant (CPA) designation is considered a strong asset.
- 3+ years of accounting experience is considered a strong asset.
- Equivalent combinations of education and progressive financial management experience may be considered.
- Training or experience in non-profit accounting, government funding administration, or financial compliance is considered an asset.
- Advanced proficiency in Microsoft Excel and financial/accounting software is preferred.
- Knowledge of CRA regulations, payroll administration, and non-profit financial reporting standards is an asset.

REQUIRED ATTRIBUTES

- Commitment to the mission, values, and principles of the John Howard Society of Manitoba.
- Strong understanding of financial management, budgeting, and accounting principles within a complex organizational environment.
- Demonstrated ability to manage multiple priorities, funding streams, and reporting deadlines with a high degree of accuracy and attention to detail.



- Strong analytical and problem-solving skills with the ability to interpret financial information and provide meaningful recommendations.
- Excellent organizational, time management, and decision-making abilities.
- Ability to maintain strict confidentiality and exercise sound professional judgment.
- Strong interpersonal and communication skills with the ability to collaborate effectively with leadership, staff, funders, auditors, and external stakeholders.
- Demonstrated leadership skills with the ability to support, guide, and mentor team members.
- Commitment to equity, inclusion, respect, and relationship-building within a community-based organization.
- Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Proficiency in Microsoft Office Suite, particularly Excel, and experience working with accounting and payroll software systems.
- Understanding of non-profit operations, government funding structures, and financial accountability practices is considered a strong asset.

POSITION BENEFITS

- The Employer contributes to benefits including medical, dental, vision, life insurance, and pension.

DUTIES AND RESPONSIBILITIES *Financial Management & Reporting*

- Prepare, review, and maintain departmental and consolidated financial statements, cash flow projections, variance reports, and other financial reporting documents.
- Assist with the development, preparation, and monitoring of departmental and consolidated organizational budgets.
- Monitor program budgets, funding allocations, and expenditures to ensure financial accountability and compliance with funding agreements.
- Provide financial analysis, reporting, and recommendations to senior leadership to support organizational decision-making.
- Support Leadership with budget interpretation and financial reporting requirements.
- File the annual Canada Revenue Agency **Registered Charity Information Return**.
- Complete the annual City of Winnipeg Assessment and Taxation **Property Sale and Income/Expense Information**.

DUTIES AND RESPONSIBILITIES *Accounts Payable & Accounts Receivable*

- Oversee accounts payable and accounts receivable functions, ensuring timely and accurate processing.
- Coordinate payment processing while maintaining awareness of organizational cash flow requirements and funding limitations.
- Track, maintain, and follow up on outstanding receivables and funding payments.
- Reconcile financial transactions and ensure appropriate supporting documentation is maintained.
- Monitor organizational accounts including leases, utilities, contracts, vendor accounts, and other operational commitments.

DUTIES AND RESPONSIBILITIES *Funding & Program Administration*

- Prepare and submit invoices to provincial and federal funders, community partners, and other funding agencies.
- Track and maintain financial records related to grants, contribution agreements, service purchase agreements, and contracts.
- Assist with preparation and submission of financial claims, reports, and supporting documentation required by funders and regulatory bodies.
- Ensure compliance with program funding requirements, reporting timelines, and contractual obligations.



DUTIES AND RESPONSIBILITIES *Payroll & Benefits Administration*

- Develop staff time-keeping systems
- Ensure that all employee material is current with accepted governmental, union, and provincial standards.
- Complete and oversee payroll functions and payroll reconciliations.
- Maintain accurate employee payroll and financial records including wage adjustments, deductions, and employee changes.
- Process and remit payroll-related obligations including CPP, EI, income tax, union dues, pension contributions, and benefit remittances.
- Assist with administration and reconciliation of employee benefit and pension programs.
- Ensure the timely reconciliation and completion of year end employee T-4(s).

DUTIES AND RESPONSIBILITIES *Audit & Compliance*

- Maintain year-end working papers, reconciliations, spreadsheets, and supporting financial documentation.
- Coordinate and support annual audit preparation and work collaboratively with external auditors.
- Ensure all financial records are maintained in accordance with accounting standards, CRA requirements, and organizational policies.
- Maintain accurate audit trails and organized financial filing systems for all accounting activities.
- Assist with preparation of annual returns, charitable reporting obligations, and other corporate compliance documentation.

DUTIES AND RESPONSIBILITIES *Regulatory & Legislative Responsibilities*

- Complete and remit all required statutory remittances including GST, payroll taxes, WCB premiums, and other legislative requirements.
- Maintain current knowledge of accounting standards, payroll legislation, CRA regulations, and financial reporting requirements impacting the organization.
- Ensure organizational financial practices remain compliant with applicable legislation, funding agreements, and regulatory standards.

DUTIES AND RESPONSIBILITIES *Administration & Organizational Support*

- Maintain confidential, accurate, and up-to-date financial and administrative records.
- Support continuous improvement initiatives related to financial systems, controls, and administrative processes.
- Participate in organizational planning, meetings, and collaborative initiatives that support operational effectiveness.
- Build and maintain positive working relationships with leadership, staff, funders, auditors, and community stakeholders.
- Perform additional duties and responsibilities as assigned by senior leadership within the John Howard Society of Manitoba.

Employee Acknowledgement

I have read and understood the John Howard Society of Manitoba Finance Manager Job Description. I understand the importance of and agree to adhere to all the responsibilities and duties outlined in the job description.

Employee Print: _____ Employee Sign: _____

Date: _____

