



## Finance Manager

<b>Posting:</b>	<b>#2026-002</b>
<b>Hours of work:</b>	<b>4-5 days / week</b>
<b>Start date:</b>	<b>June 8, 2026</b>
<b>Wage Range</b>	<b>\$50.00-52.00/hour</b>
<b>Submission deadline:</b>	<b>Posted until filled</b>
<b>Submit resume to:</b>	<b><a href="mailto:Hr@archwaysociety.ca">Hr@archwaysociety.ca</a></b>

The Finance Manager leads the Society's financial operations and provides clear, reliable financial information to support strong decision-making. The position oversees budgeting, forecasting, accounting, payroll, audits, and financial reporting, ensuring all financial activities are accurate, compliant, and well controlled. Working closely with leadership, program managers, and external partners, the role supports program delivery, manages financial risks, and ensures funding and donor requirements are met. As a member of the Leadership Team, this position provides strategic financial guidance and helps strengthen financial stewardship and accountability across the organization. The Manager plays a lead role in fostering and maintaining a workplace culture grounded in the Society's core values, while actively upholding and advancing an intersectional feminist approach across all aspects of the role.

The Finance Manager is accountable for following programs/staff:

- Fund Development Specialist
- Accounting/HR Administrator

In addition, the Finance Manager plays a lead role in the following committees and/or partnerships:

- Board Finance Committee

### **Qualifications:**

#### ***Education, Training and Experience***

- Degree in Accounting, Commerce or Business Administration coupled with a recognized professional accounting designation (such as CPA)
- Minimum of five years of progressively more responsible financial management and leadership experience, preferably in the non-profit sector
- Experience with accounting and payroll software is essential (Xero, HubDoc and Payworks experience are an asset).

#### ***Knowledge, Skills and Abilities***

- Strong understanding and demonstrated ability to work within Generally Accepted Accounting Principles (GAAP).
- Excellent oral, written, facilitation and interpersonal communication skills, including the ability to present complex financial information.
- Strong judgment and attention to detail, especially when handling sensitive financial and payroll data.
- Demonstrated ability to prepare and analyze financial reports.

- Ability to handle confidential information.

### **Impacts and Accountabilities:**

#### **A. Financial Planning, Reporting and Analysis**

1. In collaboration with the Executive Director(s) responsible for the organization's financial planning, reporting, and analytical functions to ensure accurate financial management and informed decision-making.
2. Manages the full-cycle accounting function, including financial systems, records, internal controls, and compliance with GAAP, regulatory requirements, and organizational policies.
3. Works closely with Executive Director(s), Managers, and program staff to develop, track, and manage program budgets.
4. Prepares financial forecasts and cash-flow projections to support program delivery and operational needs.
5. Produces monthly financial reports, budget-to-actual comparisons, and variance analyses, and flags issues or risks for review.
6. Prepares, reviews and analyzes financial statements, cost control reports, and budget variance analyses; identifies trends, risks, and variances requiring attention.
7. Produces monthly financial analysis and variance reporting and escalates significant issues to the Leadership Team.
8. Prepares year-end and audit processes, including preparation of audit working papers and liaising with external auditors, and prepares financial documentation related to audits, statutory filings, and other external financial reporting requirements.
9. Records and reviews financial transactions, including complex transactions (e.g., leases, amortization, capital asset acquisitions), ensuring appropriate accounting treatment and documentation.
10. Manages renewals and broker/vendor relationships for mortgages, leases and insurance of property and people.
11. Manages Service Agreements for professional services (Clinical Supervisors, AFD, Consultants, etc.).
12. Ensures fundraising revenue is properly classified, allocated, and reported in line with donor restrictions and accounting requirements.
13. Reviews fundraising revenue forecasts, analyzes cost-recovery assumptions, and monitors fundraising financial performance, escalating significant risks or variances to the Leadership Team.
14. Ensures integration of fundraising plans into organizational budgets and financial forecasts, and monitors compliance with donor agreements, grant conditions, and relevant regulations.

#### **B. Payroll Oversight**

15. Oversees the payroll administration through supervision of the Accounting/HR Administrator.
16. Ensures payroll for staff is processed accurately, on time, and in compliance with collective agreements, employment legislation, and organizational policies.
17. Oversees payroll-related remittances, statutory filings, and year-end reporting (e.g., T-slips), ensuring accuracy and compliance.
18. Reviews and approves payroll journal entries, allocations, and reconciliations to ensure payroll costs are accurately recorded and appropriately allocated to programs and funding sources.
19. Ensures payroll and benefits systems, procedures, and internal controls are documented, effective, and maintained.

### **C. Values Based Leadership**

20. As a member of the Leadership Team, provides leadership in the development and implementation of long-range and strategic plans; assesses and resolves operational issues; and contributes to the evaluation and improvement of organizational policies and practices.
21. Supports organization-wide initiatives and change efforts within the Finance portfolio, ensuring alignment with strategic objectives.
22. Promotes a culture of accountability, financial stewardship, and compliance across the organization.
23. Leads within a feminist framework, modelling feminist leadership principles including equity, collaboration, shared responsibility, relational accountability, and shared decision-making.
24. Actively models Archway's core values of Respect, Collaboration, Connection, and Trust in all interactions with staff, clients, partners, and community stakeholders.
25. Builds the leadership capacity of Coordinators and staff by providing coaching, mentoring, role-modeling, and opportunities for learning, collaboration, and peer consultation within and across programs.
26. Fosters a supportive, transparent, and communicative work environment where staff feel valued, clear about expectations, confident in their roles, and accountable for their responsibilities.
27. Supports staff wellness and sustainable workloads, recognizing the demands of the work and the importance of care-centred leadership.
28. Ensures staff are appropriately trained and aligned with the Society's mission, vision, values, policies, procedures, and program models.
29. Contributes to a cohesive and connected leadership culture that honours diverse leadership styles, strengths, and identities while working collaboratively as a leadership team.
30. Participates in and/or lead cross collaborative teams, committees, and shared leadership functions, including providing back-up leadership coverage as required.

### **D. Community Role**

31. Participates on various internal and external committees, community tables, working groups and associations. May be required to attend and support Board Meetings, events and community functions.
32. Fosters positive relationships with government officials, donors, funders, etc. ensuring compliances with privacy legislation.
33. May represent the Society at community and fundraising events or other official functions as directed.

### **E. Other**

34. Respond to emergencies by phone or in-person.
35. Engage in ongoing professional development on the issue of violence and abuse against women, children and teens, management studies and human resource/labour relations issues.
36. Performs other related duties as required.

### **Additional Requirements**

- This position may require working outside of regular office hours, such as evenings and weekends, depending on the needs of the organization.
- All employees must pass a criminal record check and sign an ethics and confidentiality agreement to the organization.

- This position requires a valid Class 5 driver's license and an appropriately insured vehicle in good working condition present at work.
- This position requires the ability to adapt to a flexible work schedule, participate in meetings, conferences and other events outside regular working hours, depending on the needs of the organization.
- This is a Management/Exempt job and not part of a Bargaining Association.