



Position	Manager, Finance
Reports to	Executive Director
Position type	Permanent Position
Working hours	4 days a week, 30 hours a week
Working location	Onsite
Salary Range	\$47,692.31 to \$63,692.31 annually

Position

Summary:

The Manager of Finance provides strategic financial leadership and coordination for the registered charity Oak Bridge Academy. The Manager of Finance will play a pivotal role in overseeing the day-to-day financial activities of the organization, ensuring efficient and effective financial operations, policies and procedures to support the mission, values and strategic plan. This position will be responsible for payroll management, accounts payable and receivable, cashflow, budgeting and financial reporting, student fees and tuition, audit and grant/donation processing. The Manager will be an exceptional leader with a solid understanding of financial management, non-profit financial processes and the ability to serve as a member of the organization's senior leadership team.

Responsibilities and Duties:

Leadership & Management

- Creates an environment and culture that focuses on fulfilling the organization's mission, vision, and values.
- Embody a philosophy of team building, coaching and mentorship that will grow leaders and allow for input and contributions to move the organization forward.
- Streamline processes and systems internally to improve efficiencies while achieving operational excellence and meeting organizational goals.
- Collaborate with members of the senior management team on a regular basis to plan, develop and implement organizational strategic priorities and goals.
- Serve as a member of the senior leadership team leading the financials



Financial Operations:

- Lead bi-weekly payroll including salaries, benefits and deductions for employees while providing timely and accurate reporting.
- Implement monthly processes for accounts receivables and payable including tracking outstanding payments and ensuring positive relationships with vendors and partners.
- Champion program fee and tuition fee management including invoicing, outstanding payments, financial aid and bursary funds, tuition contracts and conversations with parents/guardians regarding student's account.

Financial Planning and Reporting:

- Alongside Program Leadership and the Executive Director, develop annual budgets and long-term financial plans, and manage the financial health of the organization to ensure financial viability, transparency and organizational success.
- Providing financial analysis and recommendations to support decision making and business continuity at the program and organization level.
- Working alongside a bookkeeper to generate financial statements (i.e. balance sheets, income statements, and cash flow statements) for internal and external stakeholders.
- Monitor financial performance and prepare regular reports and presentations for senior leadership and/or board of directors.
- Working alongside external stakeholders to support the annual process including HST, audit, taxes and ensuring organizational compliance.

Grant, Ministry Reporting and Donation Management:

- Support the financial management, requests and oversights of grant applications for various programs across the organization.
- Manage financial reporting requirements for existing grants and ministry funding, ensuring compliance with terms and conditions.
- Responsible for all gift management for the organization including direct donor gifts, fundraising events, recurring transactions, sponsorships, and campaign pledges.
- Oversee donor reporting processes, ensuring accuracy and transparency.
- Handle financial aspects of fundraising campaigns and events, ensuring proper accounting of contributions and expenditures.

Cash Management and Relationships:

- Manage cash flow to ensure adequate liquidity for operational needs and investment opportunities.



- Oversee banking relationships, including account management, cash disbursements, deposits and reconciliation processes.
- Lead effective relationships with external stakeholders including: employee pension, benefits, insurance providers and bookkeeper.

Internal Controls and Risk Management:

- Develop and document financial policies and procedures to ensure consistency and efficiency for the organization
- Implement and maintain financial systems to ensure effective internal controls to safeguard organizational assets.
- Identify and mitigate financial risks through risk assessment and implementation of appropriate risk management strategies.

Workplace Environment:

- Office environment, in-person at Oak Bridge Academy located at 55 Franklin Blvd, Cambridge Ontario and other possible locations within Waterloo Region.
- Work is subject to deadlines and peak periods.

Benefits:

- School and administrative closures (6 weeks during the year)
- RRSP Matching
- Laptop
- Mileage can be expensed
- Comprehensive health & dental benefits; life insurance

Qualifications & Competencies:

- At least three years of experience in finance, with not-for-profit accounting experience being a significant asset.
- Proficiency in financial operations, analysis, reporting, and financial management.
- Exceptional networking and relationship building skills with internal and external stakeholders and constituents based on trust and respect.
- Highly developed verbal and written communications skills, including public speaking and presentation abilities.
- Ability to handle multiple, concurrent issues, projects, and tasks and flexibility to pivot and adapt.
- Excellent assessment, decision making, problem solving, priority setting and critical thinking skills.
- Positive and inclusive attitude with exemplary team-building, interpersonal, and leadership skills.



Experience and Education:

- Minimum 3 years of financial leadership and/or management experience.
- Post-secondary degree preferred or relevant sector leadership experience.
- Strategic leadership ability.

Checks and Verifications:

- The successful candidate will be required to provide a satisfactory Police and Vulnerable Sector Check dated within two (2) months from date of hire.
- Proof that you are legally permitted to work in Canada and licensure also required.

To Apply:

- **Submit your resume and cover letter to obaHR@oakbridge.ca the posting will close April 10, 2024 at midnight. Please note that only qualified applicants will be contacted. Thanks for your interest in joining the team at Oak Bridge Academy.**