



Les Femmes Michif Otipemisiwak
Women of the Métis Nation
#4-340 MacLaren Street
Ottawa, ON K2P 0M6

Office: 613-232-3216
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Job Posting: **Finance Manager**
Terms: **Full-time**
Location: **Ottawa, ON**
Posting closes: **Friday, March 5th 2021**

Les Femmes Michif Otipemisiwak/Women of the Métis Nation (LFMO) is seeking a Finance Manager to provide financial management and financial administration services for several projects and core capacity functions.

The Finance Manager will:

- Provide financial administration of active projects according to contribution agreements;
- Monitor financial activities, ensuring that the organization stays on budget;
- Ensure that all statutory requirements of the organization are met including (Income Tax, Goods and Services Tax);
- Prepare monthly financial reports;
- Prepare supporting information (year-end) for the annual audit and coordinate with the Auditor for year-end audit requirements;
- Prepare and submit financial reports for funders as per funding agreements;
- Undertake general office bookkeeping and financial administration;
- Prepare Annual Budget and program budgets in consultation with the President and senior management;
- Monitor bank reconciliations and month-end adjustments;
- Prepare bills, invoices, and bank deposits, providing regular reports to the President;
- Process payroll and benefits transactions;
- Reconcile organizations travel expenditures;
- Other financial management and administrative duties as assigned by the President.

Minimum Qualifications:

- University or College degree or diploma in Accounting or Business Administration with minimum 3-5 years' work experience in a large organization.

Desirable Skills, Experience and Knowledge:

- Experience working in the not-for-profit sector;
- Excellent computer skills specifically with Accounting software (currently utilizing SAGE), and full suite of Microsoft applications;
- Strong interpersonal skills
- Adaptable to a flexible work schedule
- Ability to travel as required

**Interested candidates should send covering letter and CV to info@metiswomen.org
Referencing the position: Finance Manager**