

Position Description:

We are looking for a finance manager to supervise, track and evaluate day-to-day activities. The financial manager responsibilities will include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information. We are also looking for someone to work closely with our financial management team

Principal Accountabilities:

- Managing and overseeing the daily operations of the finance department
- Monitoring and analyzing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies and principles
- Manage and oversee the daily operations of the finance department including:
 - month and end-year process
 - accounts payable/receivable
 - client invoicing
 - project costing
 - cash receipts
 - general ledger
 - payroll and utilities
 - budgeting
 - cash forecasting revenue and expenditure variance analysis
 - capital assets reconciliations
 - weekly cheque runs
 - fixed asset activity
 - debt activity

Desired Qualifications:

- Proven working experience as Accounting Manager, Accounting Supervisor or Finance Manager
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- Ability to direct and supervise 3+ years of general accounting experience.
- Proficient in Microsoft Excel. Experience with Deltek/Ajera an asset.
- Must be detail oriented.