



Manager, Finance

BGC Canada is looking for a Manager, Finance to join its finance team. Reporting to the Director, Finance, you will manage key financial functions and play a key role in all aspects of financial processing, reporting, planning and analysis of programs and projects of BGC Canada.

About BGC Canada (formerly Boys & Girls Clubs of Canada)

For 120+ years, BGC Canada has been creating opportunities for millions of Canadian kids and teens. As Canada's largest child and youth serving charitable organization, our Clubs open their doors to young people and their families at 775 locations nationwide. BGC Canada's National Team provides support to our member Clubs, and leads in issues management, policy advocacy, and other critical work on behalf of Clubs. Opportunity changes everything. Learn more at <https://www.bgccan.com> and follow us on social media @BGCCAN.

About the Role

The Manager, Finance will oversee financial functions such as month end close, analysis and reporting, grant/funder budgeting and reporting, annual budget preparation and year end procedures. Also, they will be expected to play a key role in improving financial reporting and analysis as well as identify risks and opportunities.

Key responsibilities:

- Responsible for period closing, reconciliation, analysis, and reporting of accounting transactions and processes
- Generate and provide accurate financial results on a timely basis for the Executive and Management Teams
- Administer, update and reconcile the Salesforce and Sage Intacct databases
- Support the Director, Finance in providing information to government and financial authorities
- Implement improvements to processes and internal controls
- Respond to accounting requests and inquiries from internal and external stakeholders
- Supervising team of 1-2 specialists

Minimum Requirements:

Education, Training and Experience:

- Professional accounting designation, CPA
- A minimum of three (3) to five (5) years of proven work experience in a finance role
- Technical experience with accounting systems; experience with Sage Intacct (or Sage 50) and Salesforce is an asset

- Experience in a Microsoft environment (Microsoft 365, Excel, SharePoint, Teams, etc.), and other web-based software
- Experience in a charity or not-for-profit organization is an asset

Demonstrated Knowledge, Skills and Abilities:

- Highly detail-oriented with strong analytical, financial, and accounting skills
- Excellent time management skills and ability to handle multiple priorities
- Ability to work independently and as a member of a team
- High level of proficiency with spreadsheets
- Strong interpersonal skills, client focused thinking and ability to work with management at all levels
- Knowledge of the Canadian not-for-profit and charitable sector, including statutory legislation, regulations, reporting and accounting requirements (Canadian Accounting Standards for Not-for-profit Organizations)
- Strong written and oral communication skills are essential
- Demonstrates BGC Canada's Core Values (Belonging, Respect, Encouragement & Support, Working Together, and Speaking Out)
- Satisfactory clearance under the Vulnerable Sector Screening Process
- French / English bilingualism would be beneficial, but not required for the role

Hybrid Working Environment

BGC Canada's National Team is currently working remotely with the intention of moving towards a hybrid model. When working from home, the incumbent must have their own dedicated workspace where they can work comfortably and focus on their tasks. The incumbent must be able to access our North York, Ontario office on a regular basis. BGC Canada will provide the necessary technology required to get the job done.

How to Apply

If you are interested in this role, we would like to hear from you. **Please forward your CV and cover letter in confidence to hr@bgccan.com and include "Manager, Finance – Your Name" in the subject line of your email.**

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and any other persons from diverse backgrounds. We offer accommodations to applicants with disabilities throughout our hiring process, upon request.

As leaders in vaccination education, BGC Canada requires all employees to be fully vaccinated. The definition of 'fully vaccinated' against COVID-19 is based on the public health requirements for a vaccine passport (or similar official evidence) in the jurisdiction of the employee's residence. The successful applicant will need to provide proof of vaccination.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.

This is a full-time, permanent role. The salary band is \$60,000 – \$75,000, plus excellent benefits. Starting salaries are based on relevant experience related to the role within the posted salary band.

Applications will be reviewed on an ongoing basis until the position is filled.