



Manager, Financial Operations & Reporting

BGC Canada is seeking a full-time, permanent Manager, Financial Operations & Reporting to join BGC's leadership team. Reporting to the Senior Director, Finance & Operations, this role is accountable for financial stewardship, operational effectiveness of the organization.

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

For over 125 years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 635 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About the Role

The Manager, Financial Operations & Reporting is responsible for leading core accounting operations across BGC Canada, BGCC Foundation, and BGC Alberta. This role oversees payroll processing, accounts payable and receivable functions, month-end close, financial statement preparation, and compliance reporting. The Manager plays a critical role in maintaining the integrity of financial data across Sage Intacct and Salesforce, preparing reconciliations and journal entries, supporting funder reporting, and ensuring audit readiness. The position exercises a high degree of professional judgment and operates with significant autonomy; work is reviewed by senior finance leadership.

Specific responsibilities for this role:

Financial Operations

- Support semi-monthly payroll, including review of exceptions and reconciliation of payroll clearing accounts; import and validate payroll entries within the accounting system.

- Oversee full accounts payable cycle including invoice processing, grant disbursements to member Clubs, expense claims, weekly payment runs, EFT processing via ScotiaConnect, and vendor inquiry resolution.
- Administer corporate card expense reporting process (SAP Concur), ensuring accurate coding, receipt validation, and preparation of journal entries.
- Record and reconcile donations and funds received (EFT, cheque), ensuring completeness and proper classification.
- Prepare and issue invoices for membership fees, licensing fees, and other receivables.
- Provide weekly deposit summaries to Partnerships & Philanthropy for reconciliation purposes.

Month-End & Financial Reporting (Multi-Entity)

- Execute and coordinate assigned components of the month-end close for BGC Canada, BGCC Foundation, and BGC Alberta, ensuring completeness, accuracy, and timely submission for senior review.
- Preparation and posting of journal entries including, but not limited to:
 - Prepaid expenses
 - Capital assets and depreciation
 - Intercompany transactions
 - Government salary/overhead support allocations
 - Deferred contributions
 - Overhead allocations
 - Accruals
- Preparation of reconciliations and supporting schedules including:
 - Bank reconciliations (including Foundation and Alberta casino/government accounts)
 - Accounts receivable and accounts payable aging
 - Grant receivables and accrued revenue
 - Accrued liabilities
 - Reconcile Salesforce donations and grant activity to Sage Intacct monthly, including follow-up with Fund Development and resolution of discrepancies.
 - Prepare monthly financial statements for all entities, ensuring accuracy, completeness, compliance with internal policies and ASNFPPO standards, and readiness for senior review.

Grant & Funder Reporting

- Prepare financial reports for government and other funders, including compilation of supporting schedules and reconciliation to the general ledger, ensuring compliance with funding agreements and reporting requirements.
- Provide supporting documentation, invoice details, and audit trail evidence requested by funders and external stakeholders.
- Maintain the integrity of the project reporting database, including uploading budgets and actuals, validating data accuracy, and ensuring alignment between financial records and reporting outputs.
- Provide project budget vs. actual reports to program leadership as requested.

Systems & Process Support

- Administer and maintain data integrity between Salesforce and Sage Intacct.
- Participate in system integration initiatives related to grant disbursements and reporting.
- Identify opportunities to improve processes, controls, and reporting efficiency.
- Serve as Salesforce Champion and contribute to system governance discussions.

Compliance & Audit

- Prepare audit schedules and documentation required for annual external audit.
- Respond to auditor inquiries related to accounts payable, revenue, and other assigned areas.
- Prepare GST/HST rebate claims (semi-annual).
- Support preparation of the annual T3010 returns.

Governance & Organizational Participation

- Participate in cross-functional meetings and contribute to organizational initiatives as required.

Scope of Authority

- Financial reporting standards and accounting policies
- Budget oversight and forecasting
- Systems governance

- Maintain audit readiness and documentation

Minimum requirements:

- Post-secondary education in Accounting or Finance; CPA designation (or enrollment) considered an asset.
- Minimum five (5) years progressive accounting experience, preferably in a not-for-profit or charitable organization.
- Strong knowledge of Canadian Accounting Standards for Not-for-profit Organizations (ASNFPPO).
- Demonstrated experience managing full month-end close processes across multiple entities.
- Advanced proficiency in Sage Intacct and Salesforce reconciliation.
- High level of proficiency in Microsoft Excel and Microsoft 365 environment, including PowerBI.
- Completion of a criminal records check (every 3-years)
- Strong analytical skills with the ability to exercise professional judgment and identify risks.
- Excellent organizational and time management skills with the ability to manage competing priorities under tight deadlines.

Our Ideal Candidate

- Experience in nonprofit or fund accounting
- Experience with Microsoft 365
- Experience in a charity or not-for-profit organization, ideally in a federated model
- Written and oral French and English fluency

Hybrid Working Environment

The successful candidate can work remotely outside Toronto, Ontario; if in Toronto, they will be expected to work in a hybrid model or full-time out of the national office. When working from home, the incumbent must have a space where they can work comfortably and focus on their tasks. BGC Canada will provide the necessary technology required to get the job done.

How to Apply

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please email people.services@bgccan.com and send in your cover letter and resume.

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 other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

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

The salary band for this position starts at \$65,000 plus benefits and an opportunity to participate in the RRSP matching program. Salary will be based on relevant experience related to the role within the salary band for the role.

Application Deadline: June 10, 2026