



Finance Manager

Location:	130 Skyview Ranch Drive NE, Calgary
Employee Status:	Full-time, Permanent
Application Closing Date:	November 30, 2020
Salary:	To be commensurate with qualifications, training and relevant experience

Generations, Multi Generational Housing and Community Centre is a supportive living and long-term care centre for 120 seniors, with an early childhood development centre, and facilities for non-resident seniors to participate in day programs.

We are looking for a Finance Manager to lead and manage all financial transactions.

As a newer organization that is at the forefront of trends in healthy and active aging, this is an exciting opportunity to manage the financials while building a solid foundation for the long term.

The Finance Manager will be responsible for planning, directing and coordinating all accounting and budgeting functions for the organization. You will be managing financial processes, overseeing and executing accounting activities. To be successful in this role, you should have previous experience with financial reporting, bookkeeping and accounting systems. We are also looking for an individual who can take ownership to improve our existing finance processes, management reporting and help set up our systems effectively.

Working closely with the site manager and a volunteer accounting team, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of our business, while ensuring we are compliant with all bank covenants, tax and Alberta Health Services regulations. With management and the Board, you will lead continuous improvement of our financial processes and systems, and improve internal controls where required.

Responsibilities

- Manage all accounting transactions
- Lead budget cycle and prepare annual budget in collaboration with stakeholders
- Prepare monthly management reports including variance analysis of actuals to forecast, reporting of key operational key performance indicators and providing insights to senior management.
- Lead continuous improvement of financial processes, policies and procedures.
- Optimize use of technology to improve efficiency of the finance function
- Maintain integrity of accounting systems, diving deep into data and performing ad-hoc analysis
- Publish financial statements in compliance with financial policies and regulations on time, and handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable and ensure timely payments and collections
- Compute taxes and prepare tax returns
- Assist financial external, internal and Alberta Health Services Auditor in annual audits.
- Prepare and submit reports as it pertains to bank covenants and requirements



- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Complete reports to Alberta Health Services

Requirements

- Work experience in Accounting and Finance, a minimum of 3- 5 years preferred
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software like Sage and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- Bachelor's Degree in Accounting, Finance or relevant Business Administration degree
- Designation as Chartered Professional Accountant (CPA) preferred

Benefits:

- Dental and Extended Health
- On-site free parking
- Subsidized Daycare

Experience:

- Bookkeeping and Accounting: Minimum 3 years. 5 years Preferred.
- Supervisory experience (Preferred)

Education:

- Bachelor's Degree (Preferred)

To apply for this opportunity, please email your resume to: generations.calgary@iicanada.net with the subject line "**Finance Manager**".

Generations thanks all candidates for their interest; only shortlisted, qualified candidates will be contacted for an interview.