



Giving Hope Today

## **Employment Opportunity**

### **The Salvation Army Community Services (Calgary)**

#### **Finance Manager**

**Location:** Calgary

**Position Type:** Regular Full Time – 40 hours per week

#### **Position Summary**

The Finance Manager position has the primary responsibility of providing accurate financial information to the Director of Business Administration, leadership team, divisional and territorial staff. This position ensures that all finance processes are implemented in accordance with The Salvation Army policies and standards.

#### **Hours/Schedule**

Full Time – 40 hours per week. Monday to Friday 8:00 a.m. to 4:30 p.m.

#### **Key Responsibilities**

- Provides direction for the day-to-day finance processes including accounts receivables and payables, cash handling, deposits, gift card management, Point of Sale (POS) and payments, account reconciliations, and charitable donation receipt processing.
- Supervises direct reports and serves as backup in the absence of departmental staff.
- Performs financial management functions including:
  - Monitoring monthly financial statements and ensures accuracy.
  - Preparing financial reports and analysis for Executive Director and leadership team.
  - Generating journal entries and ensures they are processed in timely manner.
  - Ensuring the accuracy of the general ledger Determine, recommend and requisition needed maintenance and custodial supplies and equipment.
  - Responding to financial questions and requests.
- Approves purchase orders in accordance with finance procedures and approves invoices for payment.
- Reviews bi-weekly payroll registers to check for accuracy and identify anomalies.
- Prepares and reviews annual budget for the ministry unit; monitors actual activity against proposed budget on an on-going basis and takes corrective action.
- Manages annual external audit and internal audit, accreditation and review processes including liaising with auditors and reviewers, and preparation and submission of supporting documents.
- Completes documentation for development financial schemes and purchase requisitions for consideration and review of leadership; manages funding contracts, rental leases, and other agreement.
- Manages reporting obligations of grant funding contracts and responds to questions.
- Provides support regarding strategic partnerships, grant applications, proposal submissions and fundraising campaigns; presents financial reports, answers questions, and prepares reports as required.
- Responsible for mail handling at all ministry unit sites; ensures all ministry unit archived files are handled appropriately; maintains inventory of all equipment and assets.

#### **Experience, skills and capabilities:**

- Completion of a formal post-secondary/college/University program of three academic years in Accounting, Business Administration, or related field - other combination of education experience will be considered.
- Police Information Check (PIC).
- Minimum two years related experience in strategic planning, accounting operations, supervisory and administration roles.
- Sets clear standards and practices to deliver in accordance with accreditation process, intended ministry outcomes, and resources; monitors and builds an ongoing continuous improvement and learning environment.

- Excellent communication skills (verbal/written); able to relate easily to a diverse team of staff and clients; communicates with integrity, authenticity, and transparency; maintains trust and confidentiality; strong skills in MSOffice 365 (Excel, TEAMS, Word, PPT) to prepare/present information with impact to influence others.
- Leads with effective change management, organizational development, and staff engagement principles; sound management skills including setting direction, managing performance, assessing capability; proven ability to establish and maintain productive relationships with community-based organizations.
- Proven experience in developing proactive working relationships with government funder(s); strong financial, analytical and mathematical acumen in analyzing and reporting on business/financial health and risks.

**Please apply by sending a resume to: [CSCalgary.HRResumes@salvationarmy.ca](mailto:CSCalgary.HRResumes@salvationarmy.ca) and in the email subject line, include Competition # FMBA060424**

*This competition will remain open until the position has been filled.*

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services.

### **Mission and Core Values**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

*In accordance with The Salvation Army policy and legislated requirements, employment is conditional upon the verification of credentials and completion of a background check.*

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical and well-governed.