

LET'S TALK SCIENCE POSITION POSTING

Position Title: Manager, Finance

Position Status: Full-time, 2-year renewable contract, eligible for benefits

Closing Date: Will remain open until filled with applications encouraged by Sunday, March 29th, 2020

THE OPPORTUNITY

Let's Talk Science is an award-winning, national, charitable organization focused on education and outreach to support youth development. We create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM) to support learning and skill development. Our programs, resources and services motivate and empower Canadian children and youth of all ages to fulfill their potential and prepare for their future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 7 million children, youth, educators and volunteers in STEM since its inception.

This position is located in our National Office in London, Ontario.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization.

POSITION

The Manager, Finance is responsible for oversight of a full range of activities relating to the accounting cycle of the organization. This includes compiling, developing and monitoring operating budgets, and a range of financial reporting duties on behalf of the organization.

Responsibilities:

Budget

- Contribute to the preparation strategic and operating budget for the organization
- Develop working papers and excel spreadsheets to facilitate the preparation of multiple budgets
- Create customized budgets and financial reports for use in fund development proposals and reports
- Liaise with staff and support them in budget needs and questions related to their area of oversight
- Monitor and analyze cost data against the budget to ascertain the organization's ability to meet its financial objectives

Accounting/Financial Statements and Reporting

- Prepare all financial reports for stakeholders, including Board of Directors, government, funders, staff and service providers
- Prepare financial statements, reports and records through collecting, analyzing and summarizing account information; includes but is not limited to monthly budget variance report, monthly / quarterly financial statements for management and the Board of Directors and other related legal financial reporting
- Assist with tracking, recording and reporting on revenue and deferred contributions
- Maintain year-end working papers and spreadsheets, and lead preparation for any audits, independent reviews and/or legal financial reporting; support information needs of external audit team

Finance Team Oversight

- Develop and lead the Finance area of the organization, including oversight for budget and work planning; setting and ensuring achievement of targets for related work and related operations
- Manage, coach and mentor employees within the Finance team and actively participate in recruitment of team members as required
- Prepare reports, including metrics on Finance activity, reports to the Board, senior leaders and/or funders and work plans and proposals for future activities, working with other team members as appropriate

- Actively participate in the management of Let's Talk Science and its programs, including participating on key committees, attending meetings regularly and bringing forward issues for prioritization, discussion and decision
- Ensure activities under management operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards

General Administration

- Contribute to drafting, communicating and monitoring related policies and procedures
- Stay current with all regulations, practices, tax laws, reporting requirements and industry trends that impact on the organization's book of accounts
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- Post-secondary degree and recognized accounting designation (CPA or equivalent)
- Minimum 5 years' experience in an accounting role; with experience working with not-for-profit accounting and overseeing the deliverables of a team
- Experience working with accounting software; Financial Edge preferred
- Knowledge of Generally Accepted Accounting Principles (GAAP) and associated procedures
- Good understanding of CRA and Canadian standards

Skills and Abilities

- High level of proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and a willingness to learn and adapt to new technology and software as it emerges in the field
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Demonstrated initiative with good organization and time management skills
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Excellent communication and interpersonal skills with a customer service focus and an ability to explain technical financial and budget-related concepts to non-technical audiences
- Demonstrated ability to establish good working relationship with staff at all levels of the organization
- Ability to handle information in a sensitive, confidential and professional manner
- Superior analytical and problem solving skills
- Ability to work outside of regular hours on occasion

Working Relationships

The Manager, Finance reports to the Vice President, Operations and works closely with other staff in the Finance function. The incumbent will collaborate with members of the Let's Talk Science management team and those with expertise in Fund Development and interacts with other Let's Talk Science personnel. The Manager, Finance will also liaise with financial service providers and organization vendors on behalf of Let's Talk Science.

Direct Reports

The incumbent of this position oversees staff within the Finance function of the organization.

Interested candidates should submit their resume and cover letter including salary expectations and quoting “Manager, Finance” as outlined below. The position will remain open until filled; however, applications are encouraged by **11:59 p.m. on Sunday, March 29, 2020** to:

Shawna Agathos

Coordinator, Human Resources, Let’s Talk Science
1510 Woodcock Street, Unit 12 London, ON N6H 5S1

Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let’s Talk Science is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals. If you have a disability that requires accommodation to assist you with any aspect of the hiring process, please contact the Coordinator, Human Resources listed above. Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.