Finance Manager

Action International Ministries

Part-Time Job Description – 20 hours/week

Location: Calgary (Hybrid – required to be in office 2 days/week)

Reports to: Executive Director

Position Summary

The Finance Manager is responsible for the organization's accounting operations, financial reporting, budgeting support, banking administration, cash flow management, compliance coordination, and financial systems administration using QuickBooks.

This role supports the Executive Director and Board by providing accurate, timely, and decision-useful financial information while ensuring sound stewardship of charitable resources and compliance with applicable regulations.

The Finance Manager oversees national-level accounting records that consolidate activity from numerous operational units, including international projects, agency agreements, and joint venture arrangements involving multiple countries and workers.

Key Responsibilities

General Ledger & Month-End Close

- Track short-term ministry accounts.
- Post monthly donation summary reports from Silent Partner into QuickBooks.
- Monitor and reconcile general ledger accounts.
- Perform month-end and year-end accounting preparation activities.
- Maintain organized accounting records and supporting documentation.

Financial Reporting & Analysis

- Prepare detailed monthly financial reports for the Executive Director.
- Produce quarterly internal reporting packages, including variance analysis versus budget and prior year.
- Monitor and analyze budget-to-actual results.
- Analyze cash flow and ensure sufficient working capital.
- Prepare budget reporting and supporting documentation for Board approval.

- Review annual financial reports of agencies with whom the organization maintains Agency Agreements.

Budgeting & Planning

- Oversee the annual budgeting process in cooperation with the Executive Director.
- Assist with long-term financial planning, projections, and enhanced budget models.
- Fulfill Board requests related to financial planning and forecasting.

Audit, Compliance & Regulatory Filings

- Cooperate with the annual external audit process, including internal controls oversight.
- Review CRA Charities Directorate (T3010) financial section support prepared by the auditor.
- Review provincial charity compliance financial sections prepared by the auditor.
- Review auditor-generated financial statements.
- Prepare and file semi-annual GST/HST rebate returns.
- Ensure accounting documentation is maintained for audit and compliance purposes.

Accounts Payable & Financial Administration

- Process bill payments and manage accounts payable.
- Review worker accounts and respond to general ledger transaction inquiries.
- Email monthly general ledger reports to workers and selected agencies.
- Process staff reimbursements.
- Manage and allocate organizational credit card transactions.
- Prepare and facilitate internal and external transfers to workers and agencies in cooperation with international offices.
- Manage Convera transactions and other international fund transfers.
- Obtain Treasurer approval for transactions exceeding authorized thresholds.
- Manage short-term funds and grants receivable, where applicable.

Banking & Investment Administration

- Perform bank account reconciliations.
- Maintain banking relationships and cash management operations.
- Manage GICs, petty cash receipts, and chargebacks.
- Support compliance with the organization’s investment policy.

Financial Systems & Process Improvement

- Perform accounting system administrative backups.
- Document accounting procedures and support operational efficiency improvements.
- Assist in maintaining effective financial controls and reporting systems.

Leadership & Collaboration

- Support the Executive Director and Board Treasurer with financial information and analysis.
- Prepare Board finance packages and supporting schedules.
- Provide understandable and usable financial information to ministry leaders.
- Participate in worker orientation sessions related to financial policies and procedures.

Required Knowledge & Experience

- Demonstrated experience managing finance or accounting for a Canadian non-profit and registered charity.
- Strong knowledge of CRA Charities Directorate financial requirements, including charitable donations, restricted funds, and international program spending.
- Experience overseeing national-level books involving multiple operational units and overseas activities.
- Experience with multi-country and multi-project accounting environments.
- Experience with international fund transfers and cross-border transactions.
- Experience working with agency agreements, partnerships, or joint venture arrangements involving organizations in multiple countries.
- Experience supporting executive leadership and boards with clear financial reporting and analysis.
- Experience coordinating with external auditors on audits involving international operations.
- Strong understanding of internal controls and financial documentation practices.
- Advanced proficiency with QuickBooks.
- Strong organizational skills, professional judgment, and communication abilities.