



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

DIRECTOR OF FINANCE

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Director of Finance is an individual who integrates and balances:

- Formal training in accounting or financial management,
- Experience overseeing organization-wide finances,
- Values aligned ability to think and plan strategically,
- Effective teamwork, staff supervision and communication habits, and
- Exceptional organizational and record keeping skills in the service of IRCOM's mission

POSITION SUMMARY AND PURPOSE:

The Director of Finance (DF) leads the financial management of two not-for-profit organizations: the Immigrant and Refugee Community Organization of Manitoba Inc., and IRCOM House Inc., together referred to as IRCOM. The DF is a member of the senior management team and is responsible for IRCOM's diverse financial portfolio, currently comprised of over 40 funding sources, and all financial planning, reporting and internal controls. The DF coordinates the design, adoption and implementation of procedures and policies of IRCOM's accounting and budgeting functions, in addition to providing sound financial advice to leadership and Board of Directors, taking an active part in helping IRCOM achieve its strategic goals.

Guided by the vision, mission and values of the IRCOM, the DF leads IRCOM's finances by:

- Ensuring strong financial operations
- Strengthening financial sustainability
- Reporting and managing records
- Managing organizational financial risk and
- Providing team and interdepartmental support

With the supervision and support of the Executive Director (ED), the DF is responsible for the following:

DUTIES AND RESPONSIBILITIES

Financial Management

- Oversee the entire financial portfolio, financial operations and accounting system(s) of the organization, which includes IRCOM Inc., IRCOM House Inc. Ellen and IRCOM House Inc. Isabel
- Participate in key organizational decisions as a member of the senior management team, providing input on those with significant financial implications
- Maintain regular contact with and provide assistance to all members of the management team, including design and delivery of financial management training
- Supervise the core administrative and financial tasks performed by the Bookkeeper including payroll, accounts payable / receivable, and credit cards payable
- Supervise the tasks performed by the Fund Development Specialist including tracking of funder calendar, financial reporting requirements and budget preparation for funder proposals
- Review bi-weekly payroll for proper recording of overtime, sick time and vacation time, providing payroll register and audit trail for ED approval, prior to submitting for payment
- Implement best practice financial administration/accounting systems to ensure timely and accurate reporting
- Act as the IRCOM's representative before Financial Institutions, Payroll and Accounting system service providers

Financial Sustainability Development

- Co-lead the development of a long-term financial sustainability strategy, considering IRCOM's future direction, strategic initiatives and strategic organizational plans in collaboration with the Executive Director
- Develop performance measures related to the use of financial resources that support IRCOM's strategic direction
- Stay abreast of funding trends and priorities and support the grant-writing process
- Oversee the Funder database and system, maintain schedule of all funding applications and reporting due dates
- Monitor reporting requirements for all approved funding and prepare accompanying financial reports to funders

Reporting and Records Management

- Issue and present timely and accurate financial statements to the Executive Director and Stewardship Committee of the Board
- Prepare and analyze monthly program financial reports, and lead meetings to review with program managers / leads
- Ensure maintenance of all accounting records, including monthly bank reconciliations, funding agreements, contractor agreements and asset inventories
- Lead annual audit with external auditors, preparing accounting records as required
- Maintain relations with external auditors and ensure follow up to their findings and recommendations
- Oversee annual preparation and submission of T3010s, T4s, and T4 Summaries
- Ensure that record keeping meets accounting standards and government agencies policies, taking the lead on all funder requested compliance audits and financial reviews

Risk Management

- Develop and monitor control systems designed to preserve IRCOM's assets and report accurate financial results
- Monitor legal issues affecting the Not-for-Profit/Charity industry in consultation with the Executive Director
- Construct and monitor reliable control systems for cash, credit cards, asset management and all processes within the financial system
- Maintain appropriate insurance coverage including but not limited to Worker's Compensation
- Ensure IRCOM complies with all financial administration legal and regulatory requirements including but not limited to IRCOM's status as a charitable organization
- Report risk issues to the Executive Director and the Stewardship Committee of the Board of Directors
- Arrange for debt financing when, and if, required

Team and Interdepartmental Support

- Select, mentor, train, manage and support members of the Finance team
- Conduct annual performance reviews with all team members
- Design and deliver financial management training to managers and staff
- Lead Finance team meetings
- Participate in Board, management, and Senior Management team meetings as instructed
- Participate in staff meetings and events
- Engage in ongoing professional development
- Other duties as requested by the Executive Director or designate

QUALIFICATIONS:

Required:

- Completion of a recognized Master's degree in Finance, Accounting or accounting designation
- Post-secondary education, minimum undergraduate degree in a relevant field
- Minimum 5 years financial management experience, ideally with a Not-for-Profit or Charity
- Experience with Canadian GAAP or IFRS (International Financial Reporting Standards)
- Extensive computer experience with Microsoft applications, creating, designing and manipulating spreadsheets, Publisher documents, PowerPoint presentations and using other administrative software
- Meticulous attention to detail and the ability to deal with constantly changing requirements
- Exceptional time management and organizational skills
- Strong written and oral English communication skills
- Detail oriented with excellent analytical and technical skills
- Demonstrated experience working in a very fast paced, multi-tasking environment
- Demonstrated capacity to function collaboratively in a team environment
- Maintain a clear Criminal Record and Child Abuse Registry Check
- Proof of full COVID-19 immunization (including boosters) upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

Desired:

- Experience working in finance in a medium to large not-for-profit with an annual budget of over \$3M and a staff team of over 50
- Experience working in a diverse, multi-cultural environment
- High degree of proficiency in Sage 50
- Prior management experience in a unionized workplace

Hours of work: This is a full-time permanent position for a maximum of 37.5 hours per week. The Director of Finance's hours will take place primarily 9 a.m. to 5 p.m., Monday to Friday. Occasional evenings may be required.

Wage: \$38.88-43.79/hour

Benefits: Group insurance (life, LTD, AD&D, dental & extended health)
Paid sick and discretionary time
Paid winter shutdown
Registered Retirement Savings Plan contributions after 1st year
Professional development opportunities
Collaborative, family-friendly and supportive working environment

Application Information and Process: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will begin at 12 pm noon on Friday, November 25 and will continue until the position has been filled

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.