



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

JOB DESCRIPTION | Finance Manager

The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

Position Summary

Job title	Finance Manager
Job classification	Non-Unionized
Status	2 year contract with the possibility of extension
Hours	Full time
Hours of work	daytime hours Ability to travel and attend weekends, early morning and evening meetings required
Work environment	CRRF office, 6 Garamond Court, Toronto, Ontario Working from home during the Pandemic while the office is closed
Salary Range	The hiring salary range for the position is from \$60,000 to \$70,000 , commensurate with experience and qualifications. CRRF offers a comprehensive benefits package, which includes three weeks of vacation, 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.
Probationary Period	6 months.

Position Title: Finance Manager

Reporting to the Director of Finance and Administration, the Finance Manager provides all day-to-day accounting operations, with functional responsibility for **investment accounting**, general ledger posting, accounts payable, and check processing.

Job Duties and Responsibilities:

1. Investment

- Manage / Prepare Investment Accounts reconciliations: input monthly investment trading transactions;
- Reconcile cash and portfolio balances in custodian reports with general ledger balances;
- Maintain Investment Continuity and monthly reports;
- Maintain general ledger data input;

2. Finance & Accounting

- Maintain general ledger, donation, financial records;
- Manage Accounts Payables and Receivables;
- Prepare bank accounts and VISA statement reconciliations;
- Monitor and analyze accounting data and produce financial reports or statements;
- Assist in preparation and production of financial reports;
- Maintain system of accounts and keep books and records on all transactions and assets;
- Assist with developing audit schedules for the annual audit.

4. Office Administration

- Ensure overall harmonious and smooth functioning of the office;
- Responsible for cost-effective procurement for goods and services for the office;
- Administer and maintain records of all contracts for operations and programs;
- Ensure workplace safety.

5. Information Systems

- Ensure the smooth operation of the Local Area Network and email systems;
- Implement IT policies and practices in consultation with the Director, Finance and Administration;
- Responsible for backup of network server information and email server and ensure their safe storage.

6. External Liaison

- Liaise with Bank and Investment Managers as needed to ensure the smooth administration of the CRRF accounts;
- Act as liaison with external technical experts regarding IT support;
- Act as main liaison with landlord regarding maintenance issues.

8. Others

- Participate in Investment, Finance & Audit, and Human Resources Committees meetings and prepare Minutes;
- Assist in special events and planning program activities;
- Perform other job-related duties as assigned.

Education, Experience, Knowledge, Skills and Attributes

- Bachelor's Degree in Accounting or Finance required;
- 4+ years' experience as a Certified Public Accountant;
- 3 + years' Experience in Investment Accounting and Portfolio Analysis;
- Hands-on experience on Sage Accounting software and MS office;
- Excellent organizational and leadership skills;
- Outstanding written and verbal communication skills.
- Able to complete multiple tasks, work under pressure to meet deadlines;
- Independent, reliable and proactive;
- Able to work as part of a team;

You must meet all the essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application process. Proof of Canadian residency or citizenship, education, and three references from your previous supervisor and coworkers will be requested if you are considered for the position.

Contact Information

To find out more about the CRRF and this job opportunity, please visit our website at www.crrf-fcrr.ca

Interested Canadian candidates are asked to submit their curriculum vitae with a cover letter and availability date till **August 15, 2021** to:

Arsalan Tavassoli MA, CPA
Director, Finance and Administration
Canadian Race Relations Foundation

By email: hr-rh@crrf-fcrr.ca

While all responses will be appreciated and handled in the strictest confidence, only those being considered for interviews will be acknowledged.