

## Finance Manager

Greener Village is a non-profit organization that increases food security in the Fredericton and surrounding area through its inclusive programmes and services. Our Vision is to provide access to high-quality foods and other products in a setting that promotes dignity, choice and self-esteem. We are committed to providing outstanding services to every person who visits our Centre.

### **Position Purpose**

The Finance Manager is responsible for the full cycle accounting for Greener Village, up to and including financial statements preparation. Other responsibilities include job costing, payroll, cash flow, budgeting, variance and financial analysis.

This position will support Greener Village donor management activities using existing software to provide regular and timely reporting and analysis on fundraising activities to management. As well the incumbent, using existing software will identify and apply for grants to support Greener Village in developing and meeting its operational needs.

The Finance Manager's responsibilities include:

### **Full Cycle Bookkeeping**

- Accounts receivable, Accounts payable
- Bi-weekly Payroll, Preparing payroll and government returns, remittances, and payments
- Preparing and recording journal entries,
- Monthly bank and credit card reconciliations, Monthly variance analysis, Monthly preparation of financial reports
- Assisting with annual budget process
- Working with our external accountant for the annual audit
- Other ad hoc reporting and analysis as required by management

### **Donor Management/Grant Writing**

- Manage and analyze existing donor lists
- Generate reports on donor lists to show giving patterns throughout the year
- Provide regular reports to management
- Maintain security and integrity of donor information
- Identify and prioritize grants for which Greener Village is qualified
- In coordination with the Executive Director, apply for grants for operations and development opportunities
- Manage grant applications to ensure reporting measurements are completed

**Requirements:**

- Minimum 3 years recent related experience in full cycle of accounting including job costing and payroll.
- Proven experience in taking responsibility for full-cycle accounting processes policies and systems.
- Strong financial acumen and analytical agility.
- Detail oriented, organized and able to meet tight deadlines.
- Advanced working knowledge of Microsoft Platform especially, Excel and Word
- Self-motivated and results driven; prefers to work in a fast-paced dynamic environment
- Proven prioritization, time management and project management skills
- Highly effective written and interpersonal communication skills; the ability to build a positive, team-oriented environment.
- Demonstrated aptitude in dealing with private and confidential information; uses diplomacy and tact in all interactions.

Application deadline: As soon as possible

Expected start date: As soon as available

**Job Type:**

Full-time, Permanent, Unionized Position

**Benefits:**

Dental care, Extended health care, Life insurance

**How to Apply:** After reviewing the job description, please email cover letter, and resume to [director@greenvillage.org](mailto:director@greenvillage.org) . Successful applicants will be contacted as soon as possible to set up interviews. Applications will be accepted until position is filled.