



Director, Finance and Admin

Organization

Nature Canada is a national nature conservation charity with over 80 years experience working with Canadians and local nature groups to discover, defend and restore nature. Nature Canada has helped protect over 63 million acres of parks and wildlife areas in Canada and countless species that depend on this habitat. We support and mobilize a Nature Nation of over 100,000 individual supporters and a Nature Network of 800 local and regional nature groups. We focus on effecting change on issues of national significance including citizen science, urban nature, protected areas, nature-based climate solutions and endangered species.

Job Summary

The Director of Finance and Administration will be a strategic thought-partner, and report to the Deputy Executive Director. The successful candidate will be a hands-on and participative manager in supporting our planning, budgeting, and reporting. The Director of Finance and Administration will play a critical role in partnering with the senior leadership team as Nature Canada continues to grow its quality programming and build capacity. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, long standing charity.

Description of Duties

- Develop and maintain financial analysis and allocation activities for organization;
- Assist in setting and managing budgets and keep senior management team abreast of financial status;
- Prepare and clearly and accurately present finance reports and account reconciliation reports on periodic basis;
- Ensure maintenance of the general ledgers; prepare and adjust finance journal entries as required;
- Manage organizational cash flow and forecasting;
- Manage all accounts payable and receivable activities, vendor payments, and payroll;
- Coordinate and lead the annual financial audit processes and assess any changes necessary;
- Reconcile monthly general ledger balance, invoices and credit card statements;
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues;
- Streamline processes and procedures for improving operational efficiency of finance reporting and budgeting systems;
- Oversee tax and charitable reporting compliance;
- Maintaining HR files, preparing and filing ROEs;
- Administer extended health benefits plan (GWL) and RRSP matching fund;
- Oversee maintenance of office equipment and ordering of general supplies.

Qualifications and Experience

- Proven work experience as a Finance Administrator or similar role, preferably with a Canadian charity;
- Ability to translate financial concepts to—and to effectively collaborate with—colleagues who do not necessarily have finance backgrounds;
- A track record in grants management;
- Good understanding of funds accounting and allocation from various funding sources;
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making;
- Hands-on experience with accounting software, preferably QuickBooks;
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions);
- Experience managing staff will be an asset;
- Time-management and organization skills;
- Ability to retain constant knowledge of the organization's financial position and report on such;
- Strong interpersonal skills.

To Apply

Please send a detailed cover letter and resume to info@naturecanada.ca before May 31, 2020. No calls please. We thank all candidates for their interest, but we will only contact those selected for an interview.

We encourage applications from members of equity-seeking groups. Nature Canada is committed to a workplace free from discrimination, harassment and intimidation where everyone can participate safely, freely and confidently.