

Finance Director Job Posting

DATE POSTED: 5 June 2023

EMPLOYMENT: Permanent. Minimum 22.5 hours/week (0.6 FTE) with the opportunity to work up to 26 hours/week

SALARY RANGE: \$75,000 - \$80,000 per year (based on 1.0FTE), Remote Work Stipend, Benefits, Generous Vacation

LOCATION: Work-from-home, anywhere in Canada. Must be able to work within GCC's core working hours of 11am-3pm ET

APPLICATION DEADLINE: 26 June 2023, 5 pm ET

START DATE: 21 August 2023 (negotiable)

Organizational Background:

Sustainable and climate-ready communities are needed. GCC has been leading a community-based climate action movement for more than 25 years, working together with our members from across the country to advance transformative, equitable, and lasting change. As a membership-based organization, our mission is to connect community-based climate action groups through a national network to share resources, co-design innovative programming, and elevate the collective impact of GCC members. GCC's current program areas of focus are home energy efficiency, green infrastructure, and sustainable transportation.

The Position:

Are you an experienced financial administrator excited to support the work of a thriving national environmental non-profit?

Green Communities Canada (GCC) seeks a Finance Director to lead the successful management of GCC's finances, including accounting and reporting to both internal and external stakeholders; multi-year budgeting; day-to-day operations of the organization; providing financial support to both program staff and the Board of Directors. The Finance Director will also complete the fiscal management aspects of the amalgamation of GCC and its charitable affiliate, Green Communities Foundation.

The Director of Finance reports directly to the Executive Director.

Key Responsibilities:

Financial Accounting and Reporting (40%)



- Responsible for the financial oversight of two legal entities: one non-profit (GCC) and one charitable organization (GCF).
- Ensure that all statutory requirements of both GCC and GCF are met, including Non-Profit Status (GCC & GCF) and Charitable Status (GCF).
- Responsible for the financial, management of the amalgamation of GCC and GCF.
- Complete all bookkeeping functions, including maintenance of the general ledger, payroll, grant expense reports, accounts payable, accounts receivable, deferred revenues, benefits plan, HST rebates etc.
- With senior staff, manage the budgeting and accounting for multiple multi-year grants.
- Prepare timely and highly accurate financial statements and reports in accordance with generally accepted accounting principles and internal financial policies and procedures.
- Coordinate the annual external audits for GCC and GCF.
- Liaise with GCC's Audit & Finance Committee and the external auditors for GCC and GCF, as required.
- Manage cashflow for GCC.

2. Payroll Preparation and Administration (20%)

- Oversee all payroll functions including payroll liabilities and all statutory remittances.
- Manage the accounting of the employee benefits plan.

3. Budget Preparation, Monitoring, and Reporting (15%)

- Develop annual budgets in consultation with senior staff and the Executive Director for presentation to the GCC and GCF Audit & Finance Committees (upon amalgamation of GCC and GCF, reporting will be solely to the GCC Audit and Finance Committee)
- Monitor departmental and global budgets and provide quarterly financial reports to the Audit & Finance Committee
- Assist with the preparation of budgets for funding applications.

4. Project Management Accounting (15%)

- Maintain a clear schedule of customer jobs, classes and subclasses that allows for effective tracking by funder, and where necessary by project.
- Work with Program Directors and Program Managers to provide accurate and timely reporting on the financial activity of individual projects.

5. Risk Management (10%)

- Monitor financial risk management.
- Advise the organization's leadership on appropriate insurance coverage.
- Maintain financial records filing and retention schedules.

Qualifications & Attributes:

- 5 or more years in accounting and financial management with Canadian charities.
- Solid proficiency in Quickbooks Pro and Excel.
- Conversant with all statutory legislation and regulations for Canadian non-profit and charitable organizations.
- Strong interpersonal, communication and presentation skills; ability to work collaboratively and effectively.
- Proven strategic planning competency and experience.

- Strong organizational skills, including time-management.
- Excellent English language skills.
- Comfortable collaborating and delivering in a virtual setting.

How to Apply:

Qualified candidates are invited to submit the following materials in a single PDF file to info@greencommunitiescanada.org with the subject line “Finance Director”:

- Cover letter (1 page maximum)
- CV (2 pages maximum)

We sincerely thank all applicants; however, we will only be able to personally contact those selected for an interview.

Green Communities Canada invites applications from all qualified individuals. GCC is committed to employment equity and diversity in the workplace. As part of our commitment to racial justice and reconciliation, GCC is actively encouraging Black, Indigenous, and People of Colour candidates to apply for this position. We welcome and encourage applications from people with disabilities and people of any sexual orientation or gender identity. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Green Communities Canada acknowledges the many treaty and traditional territories of Indigenous Nations throughout Canada. We are grateful for the continued work of many First Nations, Métis, and Inuit peoples who are the original caretakers of the Land and Waters. In our work as environmental leaders, we have a responsibility to respect Indigenous perspectives and elevate Indigenous voices.