



Position Overview - Finance Manager (Part-Time)

Are you an experienced finance manager with a passion for the charitable sector? Are you a wiz with QuickBooks and Excel? Can you gracefully juggle multiple tasks against tight deadlines? Do you enjoy working with a small team of committed professionals? If so...this could be the role for you!

About the Canadian Children's Literacy Foundation

The [Canadian Children's Literacy Foundation](#) / [Fondation pour l'alphabétisation des enfants canadiens](#) ("CCLF") is a national charity founded in 2017 with the mission of ensuring all children in Canada are equipped with the literacy skills they need to reach their full potential. We raise awareness of the importance of early literacy, promote and develop children's literacy initiatives, champion literacy partners, and empower people to build literacy skills in their homes and communities.

CCLF strives to foster a workplace that reflects the diversity of the communities it serves and welcomes applications from all qualified candidates. CCLF is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodations to ensure a fair and equitable selection process.

The Role

We are seeking an experienced, detailed-oriented, self-starter who excels at providing accounting, financial and administrative services. Reporting to the CEO and working closely with the management team, the **Finance Manager** will be the only member of the finance department and is responsible for:

Key Roles and Responsibilities:

Financial and Accounting Services

- Responsible for accounting operations and financial processing in QuickBooks and maintaining the integrity of the system, including processing payables and payments
- Implements and maintains internal control systems and risk management plans
- Payroll and Employee Benefits Administration
 - Prepares payroll information for semi-monthly processing
 - Prepares reports reconciling payroll entries between QuickBooks and Ceridian
 - Reviews year-end activities, including T4 and T4A information and reporting
 - Administers staff benefits plan
- Prepares and files semi-annual GST/HST rebate applications
- Plans and manages the annual audit process, preparing the financial statements under ASPNO with relevant working papers and works directly with the external audit team



Financial Reporting

- Responsible for building and maintaining detailed budget and forecast documents, including:
 - Overall organization
 - On program and/or project level
 - Grant applications and reporting
- Responsible for financial reporting and analysis, including:
 - Ensuring timely financial analysis and reporting to senior management and for reporting to board of directors and board Co-Chairs
 - Maintaining records for multiple funding sources (restricted and unrestricted) using the deferral method
 - Manages allocations of overhead costs for multiple funding sources

Leadership and Management

- Core Managerial Responsibilities
 - Exemplifies and models behaviours, actions and attitudes that are consistent with CCLF's mission, vision and values.
 - Proactively takes responsibility and seeks to achieve excellence.
 - Represents the Foundation with the highest professional standards.
 - Demonstrates flexibility where appropriate.
 - Understands and adheres to all applicable organizational policies, procedures and administrative practices.
 - Seeks help when required.

Key Skills, Professional Experience and Minimum Qualifications:

- CPA designation or in pursuit CPA designation
- Minimum eight years related experience
- High proficiency in QuickBooks applications
- Extensive knowledge of accounting software packages and MS Office applications (e.g., Excel, Word, Outlook, PowerPoint, Teams, etc.)
- Excellent organizational skills, time management and priority setting skills
- Facilitates staff's capacity to grow into becoming an integral part of the accounting and financial services of CCLF
- Ability to work independently on a variety of projects and manage multiple priorities
- Experience in the non-profit sector

Compensation & Work Environment

This is a part-time position, an average of 20 working hours a week, with a salary between \$35,000 and \$45,000, commensurate with experience.



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CCLF's offices are currently located in downtown Toronto and the successful candidate may elect to work from the CCLF offices or remotely. This role offers a successful incumbent significant opportunity for growth in alignment with organizational growth.

Please submit your resume along with a cover letter that details how your qualifications and experience align to this role to recruitment@childrensliteracy.ca. Applications will be reviewed on a rolling basis until the role is filled. We thank all applicants for their interest, but only applicants selected for an interview will be contacted.