



Manager of Finance and Administration

Permanent Full-Time

SALARY: \$139,189 to \$155,566

Parnipcas is seeking a highly skilled and dedicated Manager of Finance and Administration to join our leadership team. This pivotal role is responsible for safeguarding the organization's financial and information resources through strong internal controls, sound financial management, and strategic oversight. The successful candidate will provide leadership in finance, administration, and facilities management, ensuring all activities align with the Agency's vision, mission, values, and strategic direction. This position is outside of the Bargaining Unit and is located in our North Bay office.

Key Responsibilities:

- Serve as a strategic resource to the Executive Director, senior management, and Board of Directors on financial stability and viability.
- Oversee the operations of the accounting department, ensuring effective systems, policies, and internal controls are in place.
- Manage all aspects of financial planning, budgeting, forecasting, monitoring, and reporting.
- Ensure compliance with applicable legislation, regulations, and accounting standards (e.g., GAAP).
- Prepare, present, and evaluate financial reports for leadership and the Board.
- Coordinate with auditors and oversee subsidiary corporations' financial operations.
- Develop and manage tender documents, contracts, and purchasing procedures.
- Lead risk management planning related to finance, physical facilities, and assets.
- Participate in HR-related processes, including collective bargaining, group benefits, pensions, insurance, and payroll oversight.
- Represent the Agency in meetings with government, community partners, and financial networks.
- Provide professional expertise, mentorship, and guidance to staff.

Qualifications:

- ✓ Bachelor's degree in Accounting, Business, or a related field.
- ✓ Chartered Professional Accountant (CPA, CA, CMA, or CGA) designation required.
- ✓ Minimum of **five (5) years of progressive financial management experience**, preferably within the non-profit or public sector.
- ✓ Strong knowledge of provincial funding guidelines, financial regulations, and accountability expectations for transfer payment agencies.
- ✓ Proven leadership, problem-solving, and decision-making skills.
- ✓ Excellent communication and interpersonal skills with the ability to build strong internal and external relationships.
- ✓ Proficiency with financial software and Microsoft Office applications.
- ✓ Bilingualism (English/French) is considered an asset.

Skills and Competencies:

- Demonstrated integrity, accountability, and sound judgment.
- Strong analytical and financial acumen.
- Ability to manage competing priorities with reliability and timeliness.
- Commitment to privacy, confidentiality, and professional standards.
- Knowledge of risk management, facilities administration, and accreditation standards.

APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: hr.information@parnipcas.org.



PARNIPCAS is committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should an accommodation be required at any point in the recruitment and selection process.

We are also committed to having a workforce that is reflective of the diversity of our community and strongly encourage applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.