



north east outreach
and support services

**SENIOR FINANCE MANAGER
POSITION DESCRIPTION**

DIRECT SUPERVISOR: DIRECTOR OF OPERATIONS

DUTIES

The Senior Finance Manager position that reports directly to the Director of Operations. The Senior Finance Manager will oversee all financial operations for NEOSS. This includes budget preparation and monitoring, financial analysis and reporting, accounting, payroll and benefits, procurement, policy development, risk management and investments, in collaboration with the Executive Director and Director of Operations

The Senior Finance Manager supervises staff that work in the financial area of the organization. In collaboration with the Director of Operations the Senior Finance Manager will be responsible for Human Resources duties for NEOSS.

Contact with employees, the public, and outside agencies is regular and frequent. This position requires an individual who is flexible with respect to their work schedule and is willing to commit to meet fixed deadlines.

QUALIFICATIONS

- Bachelor's degree in Business, Accounting, or Finance or equivalent amount of training and/or experience
- A Master of Business Administration or CPA designation would be considered an asset
- An extensive knowledge of Microsoft Office Programs, Sage 50 and Payworks would be an asset
- Excellent interpersonal and communication skills
- Must be bondable
- Ability to multitask, organize and prioritize
- Possess a valid Saskatchewan driver's license
- Must be prepared to provide a criminal records check, vulnerable persons check and third party liability

SKILLS, KNOWLEDGE AND ABILITIES

- Skills and abilities
 - Accounting
 - Spreadsheet and word processing software
 - Decision making
 - Strong leadership
 - Above average communication and negotiation
 - Staff supervision, coach and mentor employees
 - Strategic planning skills
 - Ability to maintain confidentiality
 - Work independently and as part of a team

- Knowledge of
 - Accounting processes and reporting requirements (GAP)
 - Government and funding agencies
 - Change management
 - Human resources and payroll functions
 - Procurement procedures,

EXPECTATIONS

- Follow a strict code of Confidentiality at all times;
- Adhere to agency policies and procedures;
- Maintain professional and ethical boundaries
- Represent North East Outreach and Support Services Inc. in a positive and professional manner
- Participate in community awareness events
- Work independently and in a team atmosphere, in accordance to the agency philosophy, mission and goals
- Complete administrative documentation related to position duties, including outcome measurements, statistics, report writing, timesheets, and expense claims
- Complete required valid training within 30 days of hire:
 - CPR/First Aid
 - WHMIS