SENIOR MANAGER, FINANCE AND ACCOUNTING

STATUS: Full-Time, Permanent

SALARY: $86,674

LOCATION: Toronto, ON (hybrid)

APPLICATION DEADLINE: July 10, 2024

APPLICATION METHOD: We welcome applications (cover letter and résumé) via email only. See below for detailed instructions.

WHO WE ARE

For 20 years, the Stephen Lewis Foundation has challenged traditional power structures in international development and philanthropy by shifting resources into the hands of local communities impacted by the HIV epidemic in sub-Saharan Africa.

Committed to community-led solutions, we provide funding and allyship to local organizations who are restoring hope, reclaiming human rights, fighting injustice, and saving lives.

WHAT YOU WILL DO

Reporting to the Director of Finance and Operations, the Senior Manager, Finance and Accounting is responsible for overseeing and administering the Foundation’s accounting software, ensuring strong financial controls, data quality and integrity, reconciling revenue and expenses, providing internal and external reports including financial reports to Funders, cash flow analysis and management, providing budget support, analysis, and guidance to management, and overall backup and support to the Director of Finance and Operations. They will also works in close collaboration with the Programs team, reviewing financial reports and audited financial statements from the Foundation’s community-based partners in sub-Saharan Africa and assessing risk and recommendations for follow up to the Programs team.

Overall Foundation Finance and Accounting Responsibilities (50%):

✓ Oversee and manage the Foundation’s accounting software Microsoft Dynamics 365 Business Central.
Maintain an up-to-date chart of accounts and balanced general ledger, including bank reconciliations, journal entries and posting accounts payable transactions; advise of any potential issues, discrepancies, or accounting irregularities

Coordinate with the Donor Care team to ensure all donation revenue is recorded correctly and reconciled between Raisers Edge database and the accounting system

Review and approve wire transfers

Perform all monthly reconciliations between the Foundation’s cash accounts and three databases (Microsoft Dynamics 365 Business Central, Raiser’s Edge, SKY)

Work closely with others to advance and maintain systems for accurate tracking of earmarked and restricted funds

Coordinate with the Director of Finance and Operations to prepare, monitor and report on cash-flow projections

Manage day-to-day relationships and inquiries with banking and related providers

Assist in developing the annual budget, including supporting departments in budget creation, budget projections and analysis of revenue and expenses and assist with quarterly and annual financial and variance reporting

Collaborate to prepare for the annual financial audit process

Prepare the annual T-3010 Charity Information Return and Property Tax Rebate applications

Develop and update policies, and maintain up-to-date documentation of procedures

Support the Fund Development team in the financial elements of proposals and reporting.

Programs-Specific Finance and Accounting Responsibilities (50%):

Working in close collaboration with the Programs team, review financial and variance analysis reports and all audited financial statements submitted by the Foundation’s partners

Working in collaboration with the Programs team, to enhance financial policies and procedures to strengthen the financial capacity of the Foundation’s grassroots partners

WHAT WE LOOK FOR

Professional CPA accounting designation or equivalent experience

Minimum of 5 years of related experience in Accounting or Finance, preferably in grant making or fundraising in the not-for-profit sector

Experience with Financial Statement presentation

Experience working with accounting databases and macros, Microsoft Dynamics 365 Business Central preferred

Strong analytical skills combined with creative problem-solving skills

Strong interpersonal skills and excellent ability to communicate with warmth, professionalism and clarity, in writing and in person

Comfortable in a fast-paced environment requiring flexibility and multitasking under pressing deadlines

Strong organizational skills, including time-management and the ability to prioritize and meet deadlines

Excellent knowledge of Microsoft Office (Excel, Word, and Outlook)

Personal commitment to the values of feminism, anti-racism, anti-oppression, social justice, solidarity, collaboration and gender equality

Understanding of issues around HIV and AIDS an asset
WHAT WE OFFER

- 4 weeks vacation, sick and personal days
- Comprehensive benefits package (health, dental, vision)
- Competitive wages; The SLF is certified by the Ontario Living Wage Network
- Hybrid remote work schedule and flexible hours to promote employee wellbeing
- Top-up for maternity/parental leave and sick leave

HOW TO APPLY

Submit your cover letter and résumé to careers@stephenlewisfoundation.org, indicating “Senior Manager, Finance and Accounting” in the email subject line. Applicants must be legally entitled to work in Canada. Applications will be reviewed on an ongoing basis. While we thank all applicants for their interest, only those selected for an interview will be contacted.

The Stephen Lewis Foundation requires all new hires to be fully vaccinated against COVID-19. Applicants who receive an employment offer will be required to provide proof of vaccination as a condition of employment or have a valid medical or other Human Rights Code-related exemption.

The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, LGBTQ2S+ persons and people with lived experience of HIV and AIDS.

The Stephen Lewis Foundation is an equal opportunity employer.