

Manager, Finance & Operations

Halifax, NS | Permanent | Finance & Accounting

Venor is proud to partner with the Atlantic Economic Council on their search for a Manager, Finance & Operations.

The Atlantic Economic Council is dedicated to fostering a healthy, inclusive and sustainable economy across Atlantic Canada. As the region's premier independent economic research organization, they are at the forefront of analyzing critical issues affecting our economy. Recent topics include the transition to net-zero emissions, labour shortages, diversity and Indigenous economic reconciliation.

Reporting directly to the President and CEO, you will be responsible for accurate and timely financial management including accounts payable and receivable, financial and regulatory reporting; human resources administration; and office management (including office space and furniture, equipment and supplies, IT security, and event logistics).

Acting as board liaison, you will be responsible for assisting the CEO in board matters including scheduling of board and subcommittee meetings and board communications, policies and minutes.

What You'll Be Doing

Finance and Operations

- Responsible for managing and overseeing the Council's financial transactions, including accounts payable and receivable, ensuring accurate recording and data entry for all transactions
- Provide oversight of budgets, billing and financial plans for the Council's research projects and events (including pricing, sponsorships, travel and hospitality costs).
- Assist the CEO in preparation of an annual budget
- Prepare accurate and timely quarterly and annual financial statements for the CEO and Board
- Assist the Council's accountant and auditors with audit preparations
- Ensure all financial, tax and regulatory filings (including CRA and Charities Commission) are completed accurately and submitted as required
- Oversee semi-monthly payroll for all staff ensuring accurate payment of salaries and benefits
- Oversee administration of the Council's employee policies and maintain confidential employee records including personnel files, sick and vacation time and employee benefits
- Manage the Council's office space (including liaison with property owner), procurement and maintenance of furniture and equipment, procurement of office supplies, and management of staff travel and logistics (including expense claims)
- Ensure all event logistics are taken care of

Board Liaison

- Responsible for accurate and timely communication with Board and committee members
- Assist with scheduling and notification of board and committee meetings, including arrangement of appropriate meeting space and IT as required
- Prepare electronic board package, committee materials and board minutes; and maintain up-to-date board policies, orientation package and contact information

What We're Looking For

As the ideal candidate for this role, you are someone who is process-oriented, highly attentive and organized, and are able to work collaboratively with all staff across the organization. Other required attributes include:

- Excellent financial skills, accounting knowledge and understanding of financial statements
- Proficiency in financial software (e.g., Sage 50) and in Excel for data and financial analysis
- High IT literacy and capacity to quickly learn and become proficient in new software and platforms
- Ability to maintain confidentiality while working with highly sensitive information
- Ability to grasp and support the vision and mission of the Council

The following skills and experiences would be considered an asset:

- Experience preparing budgets and monitoring and reporting variances to budget
- Prior board experience (as a board member or board secretary)
- Bilingual in English and French

What's In It For You

- Health benefits package and matched contribution group RRSP plan offered after probationary period
- Professional development opportunities
- Regular working hours are 8:30 am to 4:30 pm, Monday to Friday
- Position based in our downtown Halifax office, with a developing permanent location of work model, allowing for some remote work (staff currently working from home 3-4 days/week)

At Venor and the Atlantic Economic Council, we embrace a culture of belonging in the workplace. No matter who you are, where you're from, how you think, what you believe in, or who you love, we welcome your application. We all come from different backgrounds and different walks of life, bringing in unique perspectives and experiences. We encourage applications from 2SLGBTQ+, Black, Indigenous, and People of Colour (BIPOC), women, newcomers to Canada, and people with disabilities. If you require any accommodation in the application and interview process, please let us know (including different materials or otherwise).

Interested candidates can send their cover letter and resume to Shardeigh McGillivray via shardeigh@venor.ca and/or Anna Bryant via anna@venor.ca for more information.