

Finance Manager

The CPA is the national association for Canada's propane industry, representing over 400 member companies in every region of the country. Our mission is to promote a safe and thriving propane industry that plays a vital role in Canada's energy sector. To achieve this, we champion propane and the propane industry in Canada and facilitate best practices, safety and a favourable business environment through advocacy, training and emergency response.

Summary

Our association is currently seeking a Finance manager, to be based out of our Ottawa office. Reporting to the Director, Operations and Administration, the person will be accountable to support and maintain accounting and payroll systems, procedures and functions. Key deliverables will include internal and external financial reporting, forecasting and budgeting functions.

Key Responsibilities

- Handle day-to-day financial operation and perform financial activities including bookkeeping, budgeting, AP, AR, reconciliations, banking, etc. in a timely manner
- Process payroll (Ceridian) on a biweekly basis, prepare associated payroll reconciliations, including all related government remittances, annual tax forms, set up of new employees and process mandatory/non-mandatory benefit remittances for a staff of 15+.
- Fulfill internal and external financial reporting obligations as required including preparation, filing and remittance of HST & other related returns.
- Process the collection of revenues, maintain records of revenues for each portfolio (events, training, membership, etc.) and comply with all related government remittances while ensuring control, inspection and documentation
- Ensure data integrity through the management of data quality reviews & the implementation of data management processes
- Prepare internal audit requirements and prepare for year-end audits and work with auditors through completion.
- Prepare the annual budget, the monthly internal management reporting, forecasting and variances and advise of any variances on a quarterly basis
- Maintain audit working documents and support the annual external audit
- Support the Board of Directors' Financial Affairs Committee by providing timely and accurate financial information
- Assist with the development and preparation of business cases, decision briefs and strategic plans, reports, presentations, and meeting materials in a timely manner.
- Provide human resources support on matters relating to employee benefits and leave tracking.
- Process membership applications, cancellations and renewals (invoices and payments).
- Other tasks as required

Qualifications

- Completed post-secondary education in accounting and/or finance
- Sound knowledge of generally accepted accounting principles (IFRS, Canadian GAAP).

- Sound knowledge of accounting and internal control policies and procedures.
- Two or more years of experience an accounting or financial recordkeeping role, preferably in a non-profit organization.
- Able to routinely set and meet deadlines while communicating these effectively.
- Superior organizational skills with high attention to detail
- Bilingual
- A desire to provide outstanding client service
- Exceptional analytical, reporting and problem-solving skills
- Demonstrated proficiency in MS Office, with exceptional knowledge of Excel required; as well as proficiency with computerized accounting software programs

Please submit your resume and cover letter before December 6, 2018 to info@propane.ca