

## **KAIROS JOB POSTING**

**Position:** Finance Manager  
**Status:** Full-time (35 hours/week) permanent  
**Work Model (Location):** Hybrid (Toronto office)  
**Salary:** \$77,375.01  
**Application Deadline:** July 13, 2022  
**Posting Reference:** KAIROS-22-08  
**E-Mail:** [careers@united-church.ca](mailto:careers@united-church.ca)  
**Web:** [www.kairoscanada.org](http://www.kairoscanada.org)

KAIROS: Canadian Ecumenical Justice Initiatives is seeking an individual to fill the role of Finance Manager on a full-time permanent basis (35 hours/week).

KAIROS: Canadian Ecumenical Justice Initiatives is an ecumenical movement for ecological justice and human rights. KAIROS includes three program Circles, a network of activists, and regional representatives, educators, and partners in Canada and around the world who help guide our work. We have offices in Toronto and Ottawa and home offices across the country.

The Finance Manager, working with the Director of Operations and The United Church of Canada, will provide leadership in short and long-term financial planning, oversight and direction and identify emerging financial issues requiring organizational response.

### **RESPONSIBILITIES**

The Finance Manager performs complex duties in financial budgeting, analyses and reporting at the expert level to enable effective and efficient financial management of KAIROS. They establish and maintain proper controls, processes, and procedures ensuring records are both kept accurate and in compliance with accounting principles or standards. They evaluate multifaceted financial information, prepare reports indicating trends, provide recommendations to management and respond to inquiries for professional counsel related to financial information. The main areas of focus are:

- Leadership
- Management Team Member
- Financial Management
- Analysis
- Reporting, Compliance and Additional Accountabilities

All KAIROS staff will exhibit practices that recognize and uphold principles of diversity, equity, inclusion (DEI), anti-colonialism, anti-racism, and anti-oppression (ARAO), exemplifying these principles in their day-to-day interactions with colleagues, partners, hosts, members, donors, supporters, and the public, and contribute to the organization's DEI and ARAO development at the individual, team, and organizational levels.

## QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, education, experience and ability required.

- Commitment to the mission and values of KAIROS and a comfort working in an ecumenical Christian context;
- Advanced degree in accounting, finance or business administration together with a CPA/CMA designation;
- 5+ years of progressive accounting and finance experience in budgeting, financial reporting and analysis or related areas, preferably in the not-for-profit sector;
- 5+ years of experience supervising and managing staff;
- Thorough knowledge of accounting principles and procedures; Knowledge of methods of financial analyses, modeling tools, internal controls, organizational structure, policies and procedures;
- Skilled at performing numerical analyses; interpreting policy statements and statutes; drafting precise and concise reports; communicating results of financial analyses, both written and verbal; monitoring and overseeing operations and work flow; providing guidance and training to staff;
- Excellent leadership and management skills, and experience related to strategic and operational planning, program management, budgeting and control, staff supervision and team building;
- Experience creating financial statements, with general ledger functions and the month-end/year end close processes;
- Experience with government funding agreements and reporting as well as completing government funding proposals;
- Positive customer relations attitude and skills as well as business acumen to exchange information with internal and external stakeholders;
- Strong organizational, planning, administration and time management skills;
- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Accounting software, Teams, Zoom and other accounting software; and
- Recognition of personal and professional boundaries.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, KAIROS will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

To request a copy of the full position description, please email: [careers@united-church.ca](mailto:careers@united-church.ca)

## HOW TO APPLY

Interested applicants are invited to submit their cover letter and resume with **KAIROS-22-08** in the subject line to: [careers@united-church.ca](mailto:careers@united-church.ca)

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and KAIROS' Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance. We thank all applicants and will contact the individuals selected for an interview. No phone calls please.