



the Jane Goodall Institute of Canada

DIRECTOR, FINANCE & ADMINISTRATION

Reporting to the CEO, the Director, Finance and Administration will oversee all financial and administrative aspects of the Jane Goodall Institute of Canada. This position is a resource for the Board of Directors, Audit and Finance Committee and senior staff at the Institute and ensures processes and procedures are in effect to achieve overall efficiency of financial and administrative functions.

Responsibilities:

- Accounting – Operational and Program
- Reporting
- Resource Management
- Human Resources
- Office Administration

Accounting

- Oversee day-to-day finance and administration functions
- Maintain all accounting programs; ensure, timely proper backup procedures are observed
- Maintain all accounting records, General Ledger, perform month-end and year-end closing procedures
- Co-ordinate reconciliation of accounting and Tax Receipt records
- Ensure observance/compliance of all accounting related procedures in accordance with established criteria
- Review bank accounts, and generate monthly reconciliation to JGI records
- With program staff develop and manage program-specific financial reports and associated controls
- Supervise one administrative staff member & part-time bookkeeper
- Prepare Financial analyses, as required
- Liaise with Treasurer and external auditors for annual audit
- Prepare annual budget based on input from CEO and senior staff
- Liaise with Finance Audit committee monthly
- Liaise with JGI affiliates to prepare financial records for joint projects
- Prepare year-end files
- Travel as required to strengthen financial capacity of field teams

Reporting

- Provide timely and accurate financial reporting, including variance from budget, to Finance/Audit Committee, CEO and senior management

- Prepare and distribute Monthly Financial Statements, Year- end Projections and Cash Flows, Annual Budgets for CEO, JGI staff and Board
- Provide financial information to donors, and sponsors as required for project-related funding
- Prepare and distribute all government filings
- Design reports, as required.

Resource Management

- Review all contracts and agreements as required
- Control all investments, under the direction of the CEO and Audit Committee as per Investment policy
- Review and oversee purchases and inventory of office equipment

Human Resources

- Maintain personnel records
- Ensure accurate and timely payroll administration.
- Liaison with outside payroll service
- Oversee all government filings, including those prepared by outside payroll service.
- Maintain and update HR Policies and Employee Handbook as required

Office Administration

- Develop and manage operational processes and procedures
- Oversee day-to-day administrative functions
- Liaise with external suppliers and landlord (U of T) as required
- Ensure all software and systems are compliant with legislative requirements
- Ensure adequate back up of all documents and systems

Qualifications

- Accounting designation (CPA, CA, CMA, CGA)
- 3-5 years' experience in a senior management/leadership role
- Proven strength with Simply Accounting, QuickBooks, Microsoft Office Suite
- Excellent communication - verbal and written
- Ability to work independently, with minimal direction
- Ability to contribute within a team environment
- Effective time management skills

Preference will be given to applicants with:

- Not-for-profit experience
- Experience with Salesforce
- Experience with government-funded (GAC) projects - budgets, monitoring and reporting

To apply, please submit your application on [Charity Village](#).

Please note, only short-listed candidates will be contacted however we appreciate your interest.