

Director of Finance

The Downtown Winnipeg BIZ promotes, cares and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events, promote downtown, keep the neighbourhood clean and attractive and are a voice for the downtown community. Our downtown is on Treaty No. 1 territory and the traditional Homeland of the Red River Métis.

POSITION SUMMARY

As a vital member of our Senior Management Team, the Director of Finance plays a pivotal role in ensuring the overall financial stability of our organization through financial forecasting, planning, analysis, risk assessments, reporting, audits and all the things you would expect, but wait... there's more!

As the Director of Finance at the Downtown Winnipeg BIZ, you will also be part of a creative and dynamic team that believes in embracing change, fostering innovation and is dedicated to truly making an impact in the heart of our city. Your impact here goes beyond traditional finance; your ideas can shape the future of our organization and downtown. We are guided by our values: Respect, Collaboration, Innovation and Excellence, and Inclusion.

The ideal candidate is a changemaker who is community oriented in their approach, innovative in their methods and excited about creating new systems. They'll excel at translating complex financial insights into strategies for diverse audiences. They will also master the numbers, budgets, preparing for audits and of course.... be passionate about downtown Winnipeg.

KEY RESPONSIBILITIES

Policy Development and Compliance:

- Develop, implement, and monitor accounting, purchasing and receivable policies.
- Ensure adherence to Canadian Generally Accepted Accounting Principles (CGAAP), compliance with tax rules (including PST/GST) and maintain the Chart of Accounts and controls.
- Oversee and ensure compliance with all contracts and operating agreements.

Budgeting and Analysis:

- Manage the full annual budget process including variance analysis and implementing corrective actions.
- Provide financial analysis and reporting, including cost benefit and trend analysis, performance metrics and KPIs to support decision-making.
- Manage investments and reserves.

Financial Management, Reporting and Auditing:

- Prepare and present accurate financial statements and reports to management including CEO, Finance Committee and Board.
- Collaborate with external auditors, coordinate annual audit process and respond to all inquiries.
- Ensure accurate and timely financial transactions, including accounts payable, accounts receivable, payroll and general ledger entries.
- Manage financial assets, implement controls and monitor inventory and cash flow.

Grant and Sponsorship Management:

- Manage grants and sponsorships to ensure accurate reconciliation of related contributions and expenses.
- Work collaboratively with Project Managers and Directors to develop systems to manage the administration and tracking of both external grants received and grants provided by the BIZ.

Training and Leadership:

- Provide guidance and training to the CEO, Managers, Finance Committee and employees on financial and accounting procedures when needed.
- Provide coaching and direction to the Finance Assistant.

Technology and Systems:

- Oversee all aspects of payroll administration and management.
- Oversee the management and upgrades of computer systems and software for the organization.
- Lead initiatives to improve efficiencies within the department through use of technology, software and systems.

REQUIREMENTS:

- Chartered Professional Accounting (CPA) designation. Minimum five years of financial management responsibility in a leadership role.
- Strong experience in not-for-profit accounting, regulations, fund accounting, risk and governance, payroll and benefits.
- In-depth knowledge of CGAAP.
- Able to proficiently conduct and prepare for internal and external audits.
- Ability to establish key indicators and metrics for monitoring and assessing the financial performance of the organization.
- Strong organizational, time-management, problem-solving and analytical skills. The ability to identify issues and generate solutions.
- High degree of initiative, accuracy and confidentiality.
- Excellent interpersonal skills, with a keen ability to communicate across a diverse group of stakeholders.
- Advanced computer skills including MS Office programs. Experience with Sage 50 is an asset.
- Working knowledge of an electronic payment and payroll provider software. Prior experience with Telpay and Payworks is an asset.
- Strong ability to supervise, coach and train staff.

WORK ENVIRONMENT & CULTURE

The Downtown Winnipeg BIZ embodies a culture of collaboration and customer service. We have a diverse team that is encouraged to provide input and participate on committees to inform workplace values and influence the culture and environment. Working in the heart of downtown, we take time to enjoy the amenities and community around us; through participation in our own programs, staff celebrations, and the endless number of events located downtown. We offer employer paid benefits, numerous professional development opportunities, a 35-hour work week, subsidized transit passes, “Furry Fridays” (bring your pet to work days) and early access to information about fun things happening in the heart of the city. Our organization’s success is powered by our passionate team. Downtown is moving forward – be a part of the team at the centre of the action!

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line. Please be advised only those selected for an interview will be contacted. **Position will remain open until filled.**

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.