

## DIRECTOR OF FINANCE

On behalf of our client, Abundance Canada, we are recruiting for a Director of Finance to join their team located in Winnipeg, Manitoba. Established in 1974, Abundance Canada is a public foundation that serves charities in Canada and beyond and offers donor-advised funds. In 2020 Abundance Canada's charitable disbursements were more than 17% of its' +\$217 million asset base. Founded on a biblical understanding of generosity, Abundance Canada assists individuals in achieving their philanthropic goals through the development and implementation of a Generosity Plan™.

Reporting to the CEO, the Director of Finance is a key member of the leadership team and provides strategic vision and direction for the financial success of the organization. This position will be responsible for the day-to-day financial activities of the organization including investment and financial management, accounting, reporting, internal controls, audit and adherence to various regulations, analysis, budgeting, forecasting, business development and strategic planning.

### Key Responsibilities

#### Financial Management:

- Provide strategic vision and direction for the financial success of Abundance Canada
- Direct and manage the daily operations of the accounting department
- Maintain, evaluate and recommend improvements to the accounting processes, software and internal controls of Abundance Canada
- Develop and monitor the annual budget including forecasting revenues and expenses, and analyzing variances
- Prepare monthly financial reports and the annual budgets for the Board of Directors
- Review financial data to ensure compliance with budgets and accounting policies
- Develop and maintain policies and procedures and ensure compliance in areas including donor-advised funds (DAF), gift acceptance, valuation of gifts in kind, cyber security and privacy legislation
- Ensure accounting software addresses current needs and plan upgrade requirements for the future
- Work with the Operations Manager to ensure accounting data is backed up, secure and disaster recovery is tested on a regular basis
- Work with the Audit committee and external auditors to plan for and complete the annual audit
- Prepare audit working papers, review audited statements and present to the Audit committee and Board
- File all tax returns, Provincial registrations and required documents efficiently and on time
- Perform special assignments and any other duties as required

#### Investments, Insurance and Gift Planning:

- Establish and maintain investment, brokerage and bank accounts as required
- Manage Abundance Canada's cash flow and investment portfolios, determining when to invest or cash out applicable investments

ACCOUNTING > CONSULTING > TAX

TRUE NORTH SQUARE

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- Work with the Investment Advisory committee to develop and maintain investment policies, recommend changes to and ensure compliance with existing policies, regularly review the performance of the external investment managers, and develop, distribute and review RFPs if any changes are required with the external investment managers
- Ensure the organization has in place and maintains adequate insurance coverage
- Stay informed of provisions in the Income Tax Act of Canada and CRA policies that apply to charities, acceptance and valuation of donations and issuing donation receipts
- Work with the Director of Gift Planning to develop gift planning strategies
- Ensure any Abundance Canada related business activities are in compliance with regulations and guidelines for charities
- Process gifts of securities (publicly traded and private)
- Provide support for staff with GIK (Gift-In-Kind) policy interpretation, processing of paperwork, valuation of, etc.
- Work directly with professional advisors in processing GIKs and answering their questions

#### Leadership and Board of Directors Support:

- Work with the leadership team to provide strategic vision and direction for the success of Abundance Canada
- Lead, coach and mentor accounting staff
- Present and train staff on policies, procedures and best practices related to all applicable financial and investment areas
- Attend Board of Directors meetings as required
- Assist the Board with policy development related to finance, accounting, investments and risk management

### Skills and Qualifications

- Completion of a recognized accounting designation (CPA) or equivalent experience
- Minimum of five years of financial management and supervisory experience in a non-profit organization
- Investment management experience is an asset
- Aptitude for learning new software applications (Accounting and Investment related)
- Excellent oral and written communication skills
- Able to work independently and work effectively in a team environment
- Detail oriented with excellent analytical and technical skills
- Exceptional time-management and organizational skills

If you feel you have the demonstrated background and are interested in learning more about this exciting opportunity, please submit your resume in confidence to [applicants@mnt.ca](mailto:applicants@mnt.ca) or call Kamalita Ketler at 204.336.6107.