

## Manager of Accounting Services

**Location:** Corporate Head Office (Hybrid/On-site), Winnipeg, MB

**Reports To:** Chief Financial Officer (CFO)

**Supervises:** Accountant, Accounting Assistant

**Type:** Full-Time (40hrs/week), Permanent

*Are you a strategic thinker eager to make a meaningful impact in community work? Join an innovative organization dedicated to strengthening communities through bold ideas and collaborative action. Your next opportunity starts here.*

### POSITION OVERVIEW

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The Manager of Accounting Services plays a critical role in overseeing the day-to-day accounting operations of the foundation. Reporting to the Chief Financial Officer (CFO), this position ensures the accuracy, integrity, and timeliness of financial data, supports financial reporting, and manages the accounting team.

The Manager is responsible for maintaining robust accounting systems and controls, ensuring compliance with Canadian accounting standards and supporting the CFO in financial planning, audit preparation, and donor reporting. In addition, the Manager will partner closely with the Manager of Finance to ensure alignment between accounting operations and investment and donor reporting. This includes active cross training, collaborative problem solving, and joint development of financial best practices.

### KEY RESPONSIBILITIES

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#### Financial Operations & Oversight

- Manage all daily accounting operations, including general ledger, accounts payable/receivable, payroll, bank reconciliations, and month-end close.
- Ensure compliance with fund accounting standards and the foundation's internal policies.
- Oversee financial transactions and processes to maintain accuracy, efficiency, and internal controls.
- Authorized signing authority



## Financial Reporting & Analysis

- Prepare monthly, quarterly, and annual financial reports for internal use and for the CFO's review.
- Support the preparation of annual financial statements in accordance with regulatory expectations.
- Assist with budget, forecasting, and cashflow tracking, variance analysis, and donor fund reporting.

## Compliance & Audit Support

- Ensure compliance with Canada Revenue Agency (CRA) regulations for registered charities, working closely with the organization's Chief Assurance Officer.
- Coordinate documentation and schedules for the annual audit; liaise with auditors as required.
- Maintain proper financial records to meet audit, legal, and donor reporting requirements.

## Team Leadership & Development

- Supervise and support the professional development of the Accountant and Accounting Assistant.
- Delegate tasks, provide coaching and feedback, and foster a collaborative and accountable team culture.
- Conduct regular performance reviews and support continuous learning.

## Systems & Process Improvement

- Contribute to the design and improvement of accounting systems, policies, and procedures.
- Identify opportunities to enhance automation, efficiency, and accuracy in financial workflows.
- Collaborate with IT and operations teams to implement financial software upgrades or integrations.
- Contribute to ad hoc initiatives as required.

## QUALIFICATIONS

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### Experience, Qualifications & Expertise

- Minimum 5–7 years of progressive accounting experience, ideally in a not-for-profit or public sector environment.
- CPA designation required.
- Prior experience in a supervisory or management role is required.
- Experience with fund accounting, charitable compliance, and donor reporting is strongly preferred.
- Strong knowledge of Canadian accounting principles (ASNPO, ASPE).



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- Proficiency in accounting software (e.g., Sage Intacct, QuickBooks, or similar) and Excel.

## Skills & Attributes

- Exceptional attention to detail and ability to manage multiple priorities under deadlines.
- Strong interpersonal and communication skills, with the ability to lead and mentor a team.
- Strategic thinker who applies sound judgment in solving problems
- Strong analytical thinking and ability to develop controls, and improve processes

## WHAT TO EXPECT AND NEXT STEPS

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### What We Offer

Working at Abundance Canada means committing to the mission and values of the charitable sector, including transparency, accountability, and service excellence. You will be joining a close-knit team that combines their passion for community, their skills and expertise to advance strategic gift planning in Canada to impact communities around the world.

The hiring salary range for this position is \$95,000 to \$115,000 per year along with a comprehensive benefits package, along with a physical fitness stipend and a competitive RRSP matching program.

### Our Recruitment Process

Qualified applicants should submit their resume and cover letter care of Courtney Feldman, Director, Capacity Building & Strategy at [cfeldman@abundance.ca](mailto:cfeldman@abundance.ca).

Applications will be reviewed as they are received, but we encourage applying by September 23 for full consideration. All inquiries and applications will be held in strict confidence.

We are committed to a fair, transparent, and accessible hiring experience. Here's what you can expect:

1. **Application Review** – Our team will carefully review all applications against the posted qualifications.
2. **Initial Call** – Shortlisted candidates will be invited to a brief phone call to confirm qualifications noted in application. (Anticipated completion date: September 26)
3. **Initial Interview** – Shortlisted candidates will be invited to an in-person interview to discuss technical skills and experience. (Anticipated completion date: October 3)
4. **Second Stage** – Finalists will complete a brief skills assessment and participate in a conversation focused on leadership experience, management style, and alignment with organizational culture. (Anticipated completion date: October 8)
5. **Decision & Feedback** – We aim to provide updates at each stage.



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Accommodations are available on request for candidates taking part in all stages of the selection process. If you require any accommodations, please contact Courtney Feldman, Director, Capacity Building & Strategy at [cfeldman@abundance.ca](mailto:cfeldman@abundance.ca), or by phone at 204-488-1985.

We thank all applicants for their interest. Only candidates selected for an initial call and future interviews will be contacted.

## ABOUT ABUNDANCE CANADA

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At Abundance Canada, we believe that generosity changes everything®. It is transformational for both donor and recipient. We have been supporting donor advised funds for over 50 years, making us a leading authority in the Canadian gift planning sector. Beyond our financial acuity, we are pioneers in ethical and responsible investing, ensuring that our investment policies embrace social responsibility.

Thinking outside the box to maximize charitable dollars to effect change is something our team excels at. Through the generosity of our donors, Abundance Canada has supported over half a billion in grants since our inception.

We are in an exciting period of our history as we reimagine what it looks like to support community impact in Canada. Join our quickly growing team and help us achieve a future defined by sustainable, world-changing generosity.



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