

The Organization

Established in 1978 as the Manitoba Schizophrenia Society, Peer Connections Manitoba is a charitable, not for profit organization that provides quality mental health education and peer support for Manitobans and their families dealing with mental health and substance use challenges. Since 2020, Peer Connections Manitoba has been the pioneering organization to introduce value-based peer support in clinical and community settings throughout Manitoba. It is the organization that connects trained peer support workers, who have lived experience, with individuals facing similar experiences and challenges. Through individual and group support, educational resources and programs, and the dedicated team of trained peer supporters, the organization plays a significant role in reducing isolation, promoting mental health, and encouraging personal growth and resilience. For more information, please visit: <https://peerconnectionsmb.ca/>

The Opportunity

Peer Connections Manitoba is seeking a dynamic, relationship-driven professional financial leader who will be responsible for overseeing the financial functions of the organization and providing direction on operational improvements. Reporting to the Executive Director, this newly created role offers flexible working hours based on qualifications and experience. This is an exciting opportunity to build the financial function internally for a growing organization and be responsible for the effective administration of all accounting functions, providing financial advice and analysis to the Executive Director and the Board. The Finance Manager will develop modern and efficient practices and enhance financial, administrative, and digital operations impacting the long-term financial health of the organization. This is an exceptional opportunity to make a lasting impact with an organization dedicated to mental health support and awareness. The successful incumbent will be a growth-minded self-starter, and a team player with broad financial knowledge and experience, who will develop and enhance financial management for the future of the organization.

Key Responsibilities

- Develop, implement, and maintain financial management systems, including internal controls, processes, and policies.
- Prepare the GL, payroll, benefits, budgeting, creation of controls, and program services support.
- Prepare the annual operating budget, including projections, forecasts, analysis, with identification of relevant trends.
- Work with the external auditors to complete the annual audit process.
- Participate in the full range of data collection and ongoing performance and cost analysis as it pertains to revenue growth, and expense management; preparing ad hoc reporting as required.
- Handle all tasks involving revenue and expense posting, journal entries, and periodic reconciliations.
- Maintain and oversee interactions with external entities, including banks, donors, auditors, consultants, landlords and other vendors.
- Ensure compliance with Canada Revenue Agency (CRA) guidelines for all tax and reporting obligations, including the preparation of charity returns, receipts and other required government payments.

Selection Criteria

- Canadian Chartered Professional Accountant (CPA) designation preferred; equivalency experience will be considered.
- Bachelor's degree in Accounting, Business, Economics or related discipline and/or equivalent experience.
- Human Resource and Administration experience is a definite asset.
- 5+ years of progressive financial experience, and successful track record of budget management and oversight of financial operations.
- Awareness of mental illness and/or substance use.
- Broad financial knowledge and experience. Experience in the non-profit sector is an asset.
- Ability to work independently and be a team-player.
- Detail-oriented and committed to accuracy.
- Strategic, growth-minded, analytical, and innovative long-term thinker with the ability to anticipate needs and negotiate solutions through positive and collaborative relationship management.
- Exceptional interpersonal, communication, and conflict management skills.
- Broad experience with ERP systems or accounting software implementation.
- Experience with or understanding of CRA guidelines for charities is considered an asset.

To apply for this opportunity, please send a resume and cover letter quoting project #24103 to chiamaka@harrisleadership.com