



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Project Finance Manager

Job Purpose

The Project Finance Manager is a staff member responsible for the overall operation of the Project Finance Department.

Duties and Responsibilities

General Management

- Ensures compliance with all E4C policies and practices.
- Ensures sound business practices and optimizes effectiveness and efficiency in all department operations.
- Readily works to instill and maintain the organizational culture of E4C within the department.
- Ensures the recruitment and retention of department personnel with appropriate skills, experience and attitude; Maintains a sound and effective plan and approach to the training needs of all Finance Department personnel
- Actively works to support agency administration and program services
- Ensures the cost effectiveness of E4C suppliers and vendors
- Cooperatively works to provide appropriate orientation and training to non Finance Department E4C personnel

Reporting

- Ensures adherence to the financial reporting requirements of the Board, the Corporation, mandated authority, and contracting partners and funders.
- Ensures exemplary compliance with charitable organization status rules and regulations.
- Ensures the timely provision of audited and unaudited statements.
- Ensures the accuracy of all Finance Department statements and reports

Forecasting and Planning

- Effectively contributes to the planning efforts and activities of the agency
- Ensures the provision of indicated financial forecasts
- Effectively and efficiently plans for the Finance Department.

Qualifications

Preferred:

- An appropriate designation, i.e. CGA, CMA, etc.
- Highly adaptable.
- Intimate familiarity with and experience in the charitable sector environment.
- Sound knowledge of AccPac business software.
- Self-directed.
- Highly organized.
- Excellent priority setting skills.
- Sound verbal and written communication skills..
- Strong work ethic.

Working Conditions

- Generally work standard weekday office hours (40 hours) although some flexibility in hours may be required.
- Fast-paced environment, Tight deadlines, Attention to detail.

Salary Scale

Starting: \$54,130.00 to \$70,490.00 Yearly plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.