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**CATHOLIC CENTRE FOR IMMIGRANTS  
CENTRE CATHOLIQUE POUR IMMIGRANTS**

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The Catholic Centre for Immigrants (CCI) is a multid denominational settlement agency in Ottawa, proudly serving immigrants and refugees from all over the world. This non-unionized workplace has approximately 100 staff members, most of them working in programming and administration. CCI offers competitive compensation and benefits, and a flexible and supportive environment. If you are interested in knowing more about CCI, go to [www.cciottawa.ca](http://www.cciottawa.ca).

The salary range for this position is \$72,000-\$80,000 commensurate with skills and experience.

<b>Position:</b>	Finance Manager
<b>Effective Date:</b>	Immediate
<b>Reports to:</b>	The Executive Director
<b>Leads:</b>	A finance team of 4-5 staff
<b>Responsible for:</b>	<p>The financial health of three separate entities: The Catholic Centre for Immigrants (CCI); a Foundation; and a real estate holding company.</p> <p>Responsible for the overall planning, developing, managing of the finance department.</p> <p>Provides financial support and consultation to the other program managers toward the provision of effective services to CCI clients.</p>
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Monitor the day-to-day financial operations, such as payroll, invoicing, and other transactions developing proper cost accounting procedures for program allocations.</li> <li>• Instituting system of internal controls to meet proper auditing standards to provide for efficiency, effectiveness and economy</li> <li>• Budget preparation</li> <li>• Track the organization's financial status and performance to identify areas for potential improvement</li> <li>• Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making and risk mitigation</li> <li>• Review financial data and prepare monthly and annual reports related to 3 separate entities, including CCI, a foundation, and a real estate holding company</li> <li>• Develop financial systems to support expanding operational capacity, including the start-up of a new building</li> <li>• Track capital asset purchases, setting up monthly schedules for amortization and deferred contribution to capital assets</li> <li>• Ensure compliance with contribution agreements</li> <li>• Oversee monthly, quarterly and annual reports to funders respecting deadlines given</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the GL (General Ledger) balances to program totals in revenue and expense accounts. Review GL for omissions, errors and initiating the processing of corrections</li> <li>• Present financial reports to Board members and the management team</li> <li>• Remain current with technological advances and accounting software to be used for financial purposes</li> <li>• Establish and maintain financial policies and procedures for the organization</li> </ul>
<b>Qualifications Education/Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum 5 years experience of sound accounting/finance background in the not-for-profit or private sector</li> <li>▪ CPA required</li> <li>▪ Ability to work in a fast-paced environment with multiple simultaneous priorities</li> <li>▪ Experience with Adagio and/or Ceridian software or other software packages would be preferred</li> <li>▪ Fluency in English is essential. An ability to speak in French would be an asset</li> </ul>
<b>Core Competencies</b>	<p><b>Planning, Coordinating &amp; Execution</b> Sets clearly defined objectives; identifies and organizes resources needed to accomplish tasks and achieve objectives; monitors performance against deadlines and milestones</p> <p><b>Teamwork</b> Develops relationships of trust and respect with CCI colleagues and staff; favours a collaborative approach. Consistently delivers impactful messages that shape communication to influence others. Can work both independently and as part of a team in a fast-paced environment. Thrives in a multidisciplinary, culturally diverse workplace</p> <p><b>Decision-Making</b> Makes prompt, clear decisions which may involve tough choices or considered risks; produces workable solutions to a range of problems; takes responsibility for the results of decisions taken</p>

*CCI is a diverse organization that is committed to employment equity and encourages applications from visible minorities, people from culturally diverse backgrounds; people of all gender identities and sexual orientations; Aboriginal peoples; and persons with disabilities.*

Interested candidates can apply on [CharityVillage.com](http://CharityVillage.com), or can e-mail their resumes to:

[Lauren.Evans.CCI@gmail.com](mailto:Lauren.Evans.CCI@gmail.com)

Deadline for applications is Wednesday August 1st, 2018 at 15:00