

Finance Manager

Are you passionate about storytelling and storytellers? Do you have exceptional skills in financial management?

The National Screen Institute is seeking a finance manager to oversee all aspects of the organization's accounting and financial reporting functions. As a member of the senior management team, the finance manager will actively contribute to the long-term vision and strategic planning of the organization.

As the ideal candidate, you value equity, diversity and inclusion, and are knowledgeable about these issues. You are a supporter of the [values which guide the work of the National Screen Institute](#), have experience working cross-culturally and are committed to serving storytellers from underrepresented communities.

The National Screen Institute has a remote work/hybrid policy which allows employees the flexibility to work remotely. In this position you will be required to work partial hours in downtown Winnipeg each week. All employees are required to be fully vaccinated and able to provide official verification before their first day of hire.

Reports to: Chief Executive Officer

Location: Winnipeg, Manitoba

Status: 35 hours per week, full time position with benefits

The organization

Propelled by a visionary network of donors, private and public organizations, staff and board, the National Screen Institute supports diverse creators from across Canada to tell unforgettable stories. Through industry-informed training and mentoring in film, television and digital media, our students and alumni find their voice and place on the global stage, inspiring us to shape a better world.

Job overview

The finance manager is responsible for managing accounting and financial reporting functions, the external audit process, and the annual National Screen Institute budget process under the leadership of the CEO.

In carrying out responsibilities, the finance manager practices good stewardship of the organization by identifying effective and efficient processes, and by ensuring that financial management risks are adequately managed to support short- and long-term viability of the organization.

The finance manager is a member of the senior management team and actively contributes to the effective and efficient operation of the organization. Also, the finance manager acts as one of the signing authorities.

How to apply

This is a full-time, salaried position with benefits, reporting to the CEO. Only selected candidates will be contacted for an interview. We are an equal opportunity employer and encourage applications from all qualified individuals. Please submit your cover letter and resume to careers@nsi-canada.ca by **11:59 p.m., Central Time on June 14**.

RESPONSIBILITIES AND DUTIES

Financial management

- Perform accounting functions including: invoicing and receivables, revenue tracking, reconciliations, financial analyses and cash flows. Financial and regulatory reporting activities and payables may also be included as required. Ensure accuracy, completeness and timeliness in the submission of reports and financial information to the CEO for review. Ensure compliance with policies and procedures, and accounting standards, and that sufficient and appropriate file documentation is maintained.

- Provide monthly VISA credit card statements to credit card holders and review VISA statement reconciliations and supporting documentation to ensure the validity of the expenses, accuracy of coding and appropriateness of the allocation of expenses to programs.
- Issue invoices to funders, and track receivables and funding received to ensure the accuracy and completeness of recording revenue and deferred revenue.
- Follow up questions from management and staff regarding payments to service providers and revenue received from funders.
- Generate monthly financial statements and other financial reports from the accounting system and prepare variance analyses for review by the CEO.
- Ensure the update of the Chart of Accounts and program names in the accounting system, and other accounting system maintenance when required.
- Look for opportunities to improve the effectiveness and efficiency of financial processes.
- Complete year-end financial reporting for the external audit and the annual registered charity return, and prepare audit working papers and other requested audit documentation for review by the CEO.
- Serve as a backup resource for processing payroll, ensuring accurate and timely execution of payroll functions in alignment with organizational policies and regulations.
- Other duties as assigned.

Risk management

- Ensure that financial risks are adequately mitigated within the risk tolerance established by the organization.

- Perform an independent monthly review of payroll records to confirm the validity of employees paid.
- Ensure that personnel, board and financial information is secure and stored in compliance with privacy legislation.
- Ensure that corporate VISA credit cards and transactions are handled in accordance with information security best practices.

Budgets and final cost reports

- Manage the annual National Screen Institute budget process, complete the budget for operations and assist with the completion of budget templates for programs.
- Review and finalize individual program budgets for new and continuing programs, once the draft program budgets have been submitted to finance by the program managers.
- Prepare final cost reports for funders. Ensure that work performed is accurate, complete, clear and timely, and meets the requirements of funding contracts.

Qualifications and skills

- Bachelor's degree in accounting or finance, or equivalent experience.
- Previous bookkeeping experience preferred (CPA designation is not required).
- At least five years of experience in accounting or finance, with progressively increasing responsibility.
- Experience in budgeting, financial analysis and reporting.
- Knowledge of accounting standards and procedures.
- Experience with QuickBooks accounting software.
- Exceptional attention to and passion for details and ensuring accuracy.
- Excellent communication, interpersonal, and leadership skills.
- Ability to work independently and as part of a team.
- Previous non-profit experience an asset.