

## Finance Manager - Job Description

Are you looking to combine your passion to serve God with your acquired skill sets. The Voice of the Martyrs Inc. is seeking a committed professional to deliver excellent and keen insight into financial management. This individual is a follower of Jesus. A results-focused achiever, who delivers timely financial reporting according to CRA guidelines and GAAP principles. The Finance Manager is responsible for accounting operations and financial administration under the guidance of the Vice President of Finance and Administration.

### **Finance Manager will:**

- Assist in timely entry of accounting information into the system
- Prepare Year End Audit and Accounting procedures
- Aid in the preparation of the annual budget and financial reports
- Provide support in managing the Mission's cash flow position
- Contribute to maintaining accurate financial reporting
- Support in Accounts Payable as required
- Provide clear recording of donations from constituents, partners, missions and other parties
- Perform tasks as assigned to meet financial commitments from International & Domestic Ministries
- Assist to enable smooth implementation of current financial systems and procedures
- Other responsibilities to be executed as necessary

### **Job Qualifications:**

- Post-secondary education in accounting or related discipline and/or equivalent work experience
- Experience in financial reporting, experience in non-profit sector is an asset
- MS Office proficiency (excel, outlook, office, etc.)
- Knowledge of MIP Accounting Software
- Work experience in accounting systems
- Experience in preparing Year End financial reporting
- Strategic thinker with developed organizational skills
- Ability to resolve issues with attention to detail
- Communication (both written and verbal) proficiency
- Payment Card Industry (PCI) compliance awareness
- Willingness to acquire new skills