

## Financial Manager

*Environment Funders Canada (EFC) is a network that catalyzes 70+ diverse philanthropic funders to respond to environmental crises in Canada with ambitious and innovative solutions that also address intersecting economic, social, equity and wellbeing challenges. Members are supported in these efforts with in-person and virtual learning and strategy sessions, collaborative funding opportunities, an annual conference, networking, knowledge dissemination and thought leadership products.*

<b>Position Title</b>	Financial Manager
<b>Reports To</b>	Executive Director
<b>Status</b>	Part-time, hourly (approximately 400 hrs/year spread evenly throughout the year except for a heavy concentration of hours in February & March to lead the annual audit)
<b>Location</b>	Anywhere in Canada
<b>Salary</b>	\$55/hr
<b>Start Date</b>	As soon as possible
<b>Application Deadline</b>	Until filled (rolling application process)
<b>Submission</b>	<p>Please send resume and cover letter combined in a single document to <a href="mailto:devika@environmentfunders.ca">devika@environmentfunders.ca</a> and name the file as follows: FIRST NAME_LAST NAME - DATE</p> <p>EFC is committed to centering equity, inclusion and decolonization in all that we do. We encourage applications from a diverse range of candidates, including BIPOC individuals, people with disabilities, and people who identify as LGBTQ2S+.</p> <p>While we are grateful to everyone who expresses interest in this opportunity, we will only be able to respond to those individuals who we are considering for the position.</p>

## Position Summary

We are seeking an experienced Financial Manager who is a trained professional accountant with a desire to contribute to an organization working for environmental and social change.

The FM will work closely and collaboratively with the Executive Director (ED), part-time bookkeeper (BK), Program Manager (PM), two part-time Program Consultants (PCs) and Operations Manager (OM) to ensure that EFC's finances are healthy and well-managed.

#### The ideal candidate:

- Has a strong understanding of financial principles, regulations and compliance requirements
- Has solid financial and operations management expertise
- Responds to organizational needs in a timely fashion
- Is a generous, well-organized, energetic, responsive, responsible team-player
- Demonstrates an above average level of attention to detail
- Has the ability to analyze complex financial data, identify trends, acquire data from multiple sources to solve problems and make informed decisions
- Has excellent written and verbal communication skills to present financial information to various audiences
- Is adaptable, responsive and open to new processes and new ways of working
- Knows how to 'manage up' and proactively identifies what they need to deliver on their responsibilities
- Has a high degree of self-awareness, emotional maturity and gains the trust of others through honesty, integrity, and frequent, open and direct communication
- Can work with a wide variety of stakeholders such as EFC core staff, part-time bookkeeper and program consultants, volunteer Board members and funders

### Core Responsibilities

- Management of three pooled funds administered on behalf of EFC's three funder collaboratives:
  - Develop annual budgets
  - Track, update and advise on each collaborative budget including
    - allocation and deferral of funds received
    - program management expenses (consultant fees, EFC overhead and staff time, travel, convening and other external hard costs)
    - disbursement of outgoing grants with associated grant agreements
  - Contribute all financial components of funder reporting requirements (working in coordination with the PM)
- Support the ED in overall financial management of the organization including:
  - Detailed review of monthly reports produced by the BK (P&L statement, balance sheet, general ledger, class reports, cash flow reports)
  - Active participation in monthly financial management meetings with ED & BK
  - Development of annual budget
  - Attend and take minutes in quarterly Finance Committee meetings

- Lead the extensive annual audit process working closely with BK, ED, OM and external auditors
  - Lead on preparation of T3010 files to be submitted to the auditors working closely with BK, ED and OM
- Assist in operational efficiencies (time permitting) with respect to:
  - Suggested improvements to existing financial procedures (where warranted)
  - Development of investment policy, managing and monitoring of investment portfolio
  - Exploration of payroll management alternatives
  - Securing new insurance coverage beginning in 2026 (supporting ED)
  - Ensuring compliance with financial regulations and laws, managing financial risk and implementing internal controls (supporting ED)
  - Analyzing financial data to identify trends and opportunities for improvement

## Our Culture

EFC is a small but mighty team that serves a large and diverse network. We're friendly, casual, and like to have fun together! We're also dedicated to making a big impact, so our ability to collaborate, rely on each other, and produce high quality work together is paramount. This means:

- We are committed to ensuring that above all else, our final products are high quality. That means that we use our discretion and where appropriate, proactively seek open and direct feedback from each other (and provide it) on how our work can be further enhanced and improved before we finalize decisions and pieces of work. It also means we have high standards and are particular about details and professionalism. We collectively hold each other and ourselves to high expectations.
- We engage in high levels of communication – we regularly message each other on Slack and we prioritize weekly check-ins and deep dives on different topics as needed.
- We enjoy a supportive team environment – we help each other in carrying out our different roles and we're understanding of life circumstances that require flexibility and adjustments in our work lives.
- We are task-driven – we love checking things off our To Do lists!
- We work in an action-oriented environment, but this is offset by the fact that we highly value flexibility and boundaries in when and where we choose to work.
- Our day-to-day interactions are casual and friendly, and we like to have fun and joke around with each other, but we recognize and respect that our working arrangements (e.g., most often from home) and personal circumstances often preclude social get-togethers outside of the office. That said, we really value our in-person work time and ensure that we make the most of these opportunities wherever possible.



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- We are comfortable sharing different viewpoints and arrive at the best possible outcome. If for some reason we aren't aligned after substantial discussion, our hierarchy kicks in for a decision to be made about the way forward.
- Integrity matters, in the way we treat each other, our members, partners, contractors and other stakeholders. That means we strive to be as transparent, honest, fair, objective, collaborative and accountable as possible in our approaches to our work and our communications with others. It also means that we take precautions to not cause harm to others and that we value everyone's wellbeing.