

Finance & Administration Manager



The Lake Winnipeg Foundation is seeking an enthusiastic, detail-oriented individual to join our team in the position of Finance & Administration Manager. Based out of Winnipeg, the position includes travel to various Lake Winnipeg communities. This one-year term position (with possibility of extension) is 40 hours per week, with a salary range of \$38,000 – \$42,000.

About the Lake Winnipeg Foundation

The Lake Winnipeg Foundation (LWF) is a growing and dynamic environmental non-governmental organization, working to ensure a clean, healthy Lake Winnipeg and watershed now and for future generations. Leveraging the expertise of our Science Advisory Council and the passion of our grassroots membership, we are nationally recognized for linking citizens and science to catalyze action.

At LWF, we're passionate about the health of Manitoba's lakes. We work as a team to foster innovative research, influence public policy and support community stewardship. We're committed to impactful, collaborative action to ensure our kids and grandkids can enjoy carefree summer days at the lake – just as we have.

Responsibilities

Reporting to the Executive Director, the responsibilities of the Finance & Administration Manager include:

- **Financial Management**
 - Fulfill all bookkeeping functions of the organization
 - Prepare financial reports for funding agencies and foundations
 - Support the executive director in the development of annual budgets and monitoring of budget performance
 - Maintain organizational records, including administrative and personnel records
- **Donor Database Management and Communications**
 - Maintain organized and up-to-date digital donor database (Giftworks)
 - Receipt all charitable donations in compliance with CRA requirements
 - Coordinate LWF donor mailings
- **Office Reception and Management**
 - Receive, direct and relay telephone messages, emails and mail
 - Manage office logistics and administration
 - Assist in the planning, preparation and delivery of meetings
- **Governance Support**
 - Assist the executive director in systemic improvements, internal controls, documentation and forms development for all organizational systems

- Assist in planning, preparation and correspondence for board, executive and committee meetings, and retreats
- Minute-taking for board, executive and committee meeting
- **Program Support**
 - Provide administrative support to LWF Grants program
 - Provide logistical support for LWF programs and outreach activities

Qualifications

The successful applicant will have:

- Degree or diploma in accounting/finance
- Minimum of three years' accounting/finance experience
- Proficiency in QuickBooks and Microsoft Office Suite
- Proven attention to detail
- Process-oriented and highly organized
- Data-entry skills and an aptitude for effective information management
- Strong time-management skills, ability to prioritize, manage multiple tasks and meet deadlines in a fast-paced environment
- Ability to identify necessary tasks and work independently
- High professional standards and ethics, familiarity with accounting principles
- Strong interpersonal skills and ability to relate effectively in diverse settings
- Friendly, approachable and helpful
- Strong verbal communication skills
- Experience with Giftworks or other Customer Relationship Management software is an asset
- Experience working in the non-profit sector and familiarity with board governance is an asset
- Interest in conservation, ecology and outdoor recreation is an asset
- Experience in event planning is an asset

LWF is an equal opportunity employer. Hiring, promotion and compensation decisions are based on assessment of employee skills, ability and experience with respect to the requirements of the position. LWF does not discriminate based on sex, race, ethnicity, gender, sexual orientation, age, religion, marital status or any other factor unrelated to an employee's performance.

Interested applicants should forward their resume and cover letter by email to info@lakewinnipegfoundation.org (Subject line: Finance & Administration Manager).

Applications are due July 12, 2016. Only candidates to be interviewed will be contacted.

Thank you for your interest.

Learn more at: lakewinnipegfoundation.org