



TEACH FOR
ENSEIGNER POUR LE
CANADA

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JOB OPPORTUNITY WITH TEACH FOR CANADA

Finance Manager

Teach For Canada is looking for a dynamic, hard-working, team-oriented person to build and manage a finance department.

The Basics

Job term:	Full-time, permanent
Hiring salary range:	\$46,000 - \$59,000 per year plus benefits
Start date:	December 10, 2018
Location:	Toronto, Ontario with 3 - 4 weeks of travel per year
Closing date:	October 19, 2018
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Interview dates:	Initial phone Interviews: October 29 - November 5 Full interviews: November 13 - 15, 17
Office experience date:	November 20 or 21
Requirements:	Experience with QuickBooks and/or related software Must be available to attend the Summer Enrichment Program (for three weeks each summer)
Desired experience:	2+ years in a finance role, preferably for a charity

Our Approach

Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. Small communities often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations communities in the movement to make education more equal. We are a non-profit organization that recruits, prepares, and supports outstanding certified teachers.

Our Culture

We dream big. Teach For Canada believes that committed, passionate teachers with strong leadership characteristics can ignite positive change. Our small, tightly knit team works hard to create meaningful impact. For a Finance Manager, this means working occasional evenings and weekends during the year and travelling to our Summer Enrichment Program. Work-life balance is a priority, and we provide lieu time off for high-intensity work periods.

If you prefer working alone, dislike ambiguity, and adhere to a very strict schedule, then this job probably isn't right for you. But if you're looking for a fun, multi-faceted, energizing, and rewarding work environment that will push you every day, then we want to hear from you.



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Your Responsibilities

The Finance Manager will report to the Director of Team and Operations and be responsible for building and leading the financial department of Teach For Canada.

Specific responsibilities include:

- Work with Teach For Canada's bookkeeper/accountant to manage the day-to-day financial operations within Teach For Canada
- Develop an annual budget for approval by the Board of Directors
- Build a monthly income statement and a quarterly balance sheet and cash flow statement, and perform a quarterly variance analysis of actuals versus budget
- Prepare full financial reports for the Board of Directors on a quarterly basis
- Prepare monthly reports for review by departmental Directors and work with Directors to ensure appropriate financial oversight
- Serve as the cash flow manager and take necessary steps to ensure that cash flow does not impact organizational operations
- Manage all petty cash and reconcile petty cash on a monthly basis
- Run payroll on a bi-weekly basis
- Lead the process for recording all revenue, including updating the cheque log, depositing cheques, and working with the bookkeeper/accountant to allocate revenue appropriately
- Work with the bookkeeper/accountant to allocate expenses to the appropriate accounts so that financial reports for donors can be easily generated
- Prepare all materials for the annual charitable audit and serve as the internal point of contact during the audit
- Work with the Teacher Development team to effectively manage the financial operations of the Summer Enrichment Program
- Ensure that all statutory filings and remittances are done on time and with accuracy
- Serve as a financial advisor for the entire organization—namely the Vice President of Strategy and Operations and Executive Director—to support short- and long-term planning
- Establish and maintain financial policies and procedures for the organization
- Seek out methods for minimizing financial risk to the organization
- Perform other Team and Operations duties as required



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Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the histories, cultures, and goals of Indigenous communities in Canada.
- **You are a jack-of-all-tech:** You are highly proficient with Quickbooks, Microsoft Excel, and Salesforce. You learn other tech quickly.
- **You are a strategic thinker and problem solver.** You have the ability to develop and implement initiatives that provide support and growth opportunities.
- **You are detail-oriented:** You believe that if something is worth doing, it is worth doing right—every single time. You plan ahead and proactively solve challenges.
- **You are resilient.** You thrive in a fast-moving environment and have a high tolerance for change and ability to adapt.

Application Process

Please send **one** PDF file containing a resume and cover letter highlighting the skills and experience you will bring to this role, to apply@teachforcanada.ca by **October 19, 2018**. The successful candidate will be required to apply for and obtain a Police Records Check for the vulnerable sector.

Teach For Canada is an equal opportunity employer. As an organization that works with Indigenous communities, we value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply.

