



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
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IRCOM House Isabel
215 Isabel Street
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**Director of Finance
Full-Time (37.5 hours/week), Permanent Position**

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting successful integration of newcomer refugee families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Director of Finance is an individual who integrates and balances:

- Formal training in accounting or financial management,
- Experience overseeing organization-wide finances,
- Values aligned ability to think and plan strategically,
- Effective teamwork, staff supervision and communication habits, and
- Exceptional organizational and record keeping skills in the service of IRCOM's mission

POSITION PURPOSE AND SUMMARY:

The Director of Finance (DF) leads the financial management of two not-for-profit organizations: The Immigrant and Refugee Community Organization of Manitoba Inc., and IRCOM House Inc., together referred to as IRCOM. The DF is a member of the senior management team and is responsible for IRCOM's diverse financial portfolio, currently comprised of over 40 funding sources, and all financial planning, reporting and internal controls. The DF coordinates the design, adoption and implementation of procedures and policies of IRCOM's accounting and budgeting functions, in addition to providing sound financial advice to leadership and Board of Directors, taking an active part in helping IRCOM achieve its strategic goals.

Guided by the vision, mission and values of the IRCOM, the DF leads IRCOM's finances by:

- Ensuring strong financial operations
- Strengthening financial sustainability
- Reporting and managing records
- Managing organizational financial risk and
- Providing team and interdepartmental support

With the supervision and support of the Executive Director (ED), the DF is responsible for the following:

DUTIES AND RESPONSIBILITIES

Financial Management

- Oversee the entire financial portfolio, financial operations and accounting system(s) of the organization, which includes IRCOM Inc., IRCOM House Inc. Ellen and IRCOM House Inc. Isabel
- Participate in key organizational decisions as a member of the senior management team, providing input on those with significant financial implications
- Maintain regular contact with and provide assistance to all members of the management team, including design and delivery of financial management training

- Supervise the core administrative and financial tasks performed by the Financial Officer including payroll, accounts payable / receivable, and credit cards payable
- Supervise the tasks performed by the Grant Writer including tracking of funder calendar, financial reporting requirements and budget preparation for funder proposals
- Review bi-weekly payroll for proper recording of overtime, sick time and vacation time, providing payroll register and audit trail for ED approval, prior to submitting for payment
- Implement best practice financial administration/accounting systems to ensure timely and accurate reporting
- Act as the IRCOM's representative before Financial Institutions, Payroll and Accounting system service providers

Financial Sustainability Development

- Co-lead the development of a long-term financial sustainability strategy, considering IRCOM's future direction, strategic initiatives and strategic organizational plans in collaboration with the Executive Director
- Develop performance measures related to the use of financial resources that support IRCOM's strategic direction
- Update IRCOM's financial plans to align with the rapidly evolving funding environment
- Stay abreast of funding trends and priorities and support the grant-writing process
- Oversee the Funder database and system, maintain schedule of all funding applications and reporting due dates
- Monitor reporting requirements for all approved funding and prepare accompanying financial reports to funders

Reporting and Records Management

- Issue and present timely and accurate financial statements to the Executive Director and Stewardship Committee of the Board
- Prepare and analyze monthly program financial reports, and lead meetings to review with program managers / leads
- Ensure maintenance of all accounting records, including monthly bank reconciliations, funding agreements, contractor agreements and asset inventories
- Lead annual audit with external auditors, preparing accounting records as required
- Maintain relations with external auditors and ensure follow up to their findings and recommendations
- Oversee annual preparation and submission of T3010s, T4s, and T4 Summaries
- Ensure that record keeping meets accounting standards and government agencies policies, taking the lead on all funder requested compliance audits and financial reviews

Risk Management

- Develop and monitor control systems designed to preserve IRCOM's assets and report accurate financial results
- Monitor legal issues affecting the Not-for-Profit/Charity industry in consultation with the Executive Director
- Construct and monitor reliable control systems for cash, credit cards, asset management and all processes within the financial system
- Maintain appropriate insurance coverage including but not limited to Worker's Compensation
- Ensure IRCOM complies with all financial administration legal and regulatory requirements including but not limited to IRCOM's status as a charitable organization
- Report risk issues to the Executive Director and the Stewardship Committee of the Board of Directors

- Arrange for debt financing when, and if, required

Team and Interdepartmental Support

- Select, mentor, train, manage and support members of the Finance team
- Conduct annual performance reviews with all team members
- Design and deliver financial management training to managers and staff
- Lead Finance team meetings
- Participate in Board, management, and Senior Management team meetings as instructed
- Participate in staff meetings and events
- Engage in ongoing professional development
- Other duties as requested by the Executive Director or designate

REQUIRED QUALIFICATIONS

- Completion of a recognized Master's degree in Finance, Accounting or accounting designation (such as CPA, CA, CMA, Etc.)
- Post-secondary education, minimum undergraduate degree in a relevant field
- Minimum of 2 years senior management experience, including leading strategic financial discussions and advising decisions made by senior managers, the Executive Director and the Board of Directors
- Minimum 5 years financial management experience, ideally with a Not-for-Profit or Charity
- Demonstrated ability to provide informed financial and business projections and plans, to address arising expansion, or new funding opportunities
- Experience with Canadian GAAP or IFRS (International Financial Reporting Standards)
- Extensive computer experience with Microsoft applications, creating, designing and manipulating spreadsheets, Publisher documents, PowerPoint presentations and using other administrative software
- Meticulous attention to detail and the ability to deal with constantly changing requirements
- Exceptional time management and organizational skills
- Strong written and oral English communication skills
- Detail oriented with excellent analytical and technical skills
- Demonstrated experience working in a very fast paced, multi-tasking environment
- Demonstrated capacity to function collaboratively in a team environment
- Maintain a clear Criminal Record and Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS

- Experience working in finance in a medium to large not-for-profit with an annual budget of over \$3M and a staff team of over 50
- Experience working in a diverse, multi-cultural environment
- High degree of proficiency in Sage 50
- Prior management experience in a unionized workplace

Work Location and Schedule: The Director of Finance will work out of all IRCOM programming sites. This is a full-time, 37.5 hours per week permanent position. Office hours are generally 9 a.m. to 5 p.m., Monday to Friday; most work is in-person. Occasional evenings or weekends may be required.

Wage: \$41.87 – \$45.32/hour

Benefits: Comprehensive benefits package with extended health, dental, LTD, Life and AD&D insurance
Paid professional development opportunities
Paid time to sit on a relevant community board
Paid sick and discretionary time, 3 flexible statutory holidays/year
Paid winter shut down
Registered Retirement Savings Plan contributions after 1st year
Collaborative, family-friendly and supportive working environment

APPLICATION PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on Monday April 21, 2025
and continue until the position has been filled.**

HR - Selection Committee: kathlenem@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs (kathlenem@ircom.ca).