

Upper Canada Snowmobile Region Employment Opportunity - Manager - Finance

The Upper Canada Snowmobile Region (UCSR) is a progressive not-for-profit organization in eastern Ontario who strives to provide a safe and fun snowmobiling experience for everyone. We are currently accepting applications for the full-time position of Manager - Finance. This will be a 12-month contract with the possibility of extension.

Location:

Carleton Place, ON or within UCSR / District 1 boundaries (area west to Napanee, north to Arnprior and east to the Ontario/Quebec border).

Summary:

Under the direction of the District Manager, this role is responsible to oversee all aspects of the District's financial operations in accordance with the strategies, plans and policies approved by the Board of Directors.

Benefits:

- Remote work and flexibility
- 3 weeks vacation
- Paid personal days
- Sick leave
- Competitive wage
- Internet and cell phone subsidy
- Work provided computer equipment
- Mileage, meals and hotel reimbursed to cover travel costs
- Note: Pension, medical and dental benefits are under review

UCSR:

The UCSR is a not-for-profit snowmobile organization in Ontario and a member of the Ontario Federation of Snowmobile Clubs (OFSC). The UCSR is District 1 within the OFSC and is comprised of 16 OFSC snowmobile clubs. The UCSR covers the area west to Napanee, north to Arnprior and east to the Ontario/Quebec border and has over 3345 km of marked, groomed trails, 1000 dedicated club volunteers, 16 clubs, 32 groomers, over 12700 trail permit buyers. The UCSR has a small office which is in Carleton Place and responds to administrative issues and fieldwork inquiries from the assigned snowmobile clubs in Eastern Ontario. The UCSR is governed by a volunteer Board of Directors. Visit www.ucsr.ca

Qualifications/Experience:

1. A degree in Finance or Accounting (or equivalent).
2. Proficient in Microsoft Outlook, Word, Excel, PowerPoint, and Zoom.
3. Expert knowledge and skill in QuickBooks Enterprise.
4. 3-5 years of experience in accounting and financial analysis.
5. Strong knowledge of financial reporting.
6. Experience in submitting funding proposals, funding reporting and analysis.
7. Experience implementing financial policies and procedures for the organization to operate efficiently and as a means of minimizing risk and cost exposure.
8. Excellent organizational and problem-solving skills; Excellent attention to detail; Strong, professional communication skills; Ability to work independently and produce results.
9. A thorough understanding of the administrative and financial aspects of not-for-profit operations.
10. Expert knowledge with relevant financial legislation and regulatory financial processes.
11. Criminal Reference Check (completed within 1 month of application).
12. Valid Ontario Class G driver's license.
13. Access to an automobile.
14. Language: English essential; Bilingual an asset.

Rate of Pay and Vacation:

The 2023-2024 rate of pay is \$28.00 - \$31.00 per hour based on the applicant's qualifications and experience. Vacation will include three weeks (15 days) of vacation and three (3) personal days.

Working Conditions:

This position is scheduled to work 37.5 hours per week, during regular business hours Monday to Friday, in a remote work office environment; however, on occasion, some after hour work may be required in the evening or on weekends to attend (in-person or virtually) district meetings, training sessions, club meetings, and/or emergency response duties. This remote position may be changed to an in-office position at any point with a location within the same OFSC boundaries of District 1 / UCSR.

Remote Work:

- This role will be a remote position with work conducted at home, at centralized meeting locations, club sites, and other locations within the UCSR.
- The employee must work and live in Ontario and within the OFSC boundaries of District 1 / UCSR. Funding to move into the work area to live or work will not be considered. The employee will be required to indicate their primary working address in a remote working agreement.

- Employees who want to work (temporarily or permanently) at a different location of their identified primary work location must seek advance approval.
- The employee will be required to provide secure internet and a smart cell phone. Using public Wi-Fi cannot be used as the normal internet access due to security considerations. A subsidy will be provided for internet and cell phone use.
- The employee will use an UCSR supplied computer, monitor, printer/scanner, video camera, headset, mouse and keyboard.
- The employee will be required to provide any additional office equipment (desk, chair, etc). There is no reimbursement for these expenses.
- The employee must be able to attend meetings in-person and/or via virtual means (as defined by the supervisor).
- Access to a personal vehicle is required to attend in-person meetings or other events. A standard mileage rate is provided to cover travel costs.
- Day-to-day assignment of the work location (at home or at another site) will be governed by tasks and assigned by the supervisor.
- This remote position may be changed to an in-office position at any point with a location within the same OFSC boundaries of District 1 / UCSR. As much notice as possible will be given if this change occurs.

Application Process:

A detailed job description for this position can be accessed at www.ucsr.ca.

Qualified candidates are invited to submit a detailed cover letter and CV outlining their credentials relevant to the position, using PDF or docx format. Resume reviews and interviews may begin immediately and continue until the posted position is filled. The position may be filled prior the closing date. Applications must be received no later than 1:00 P.M. on Friday, 1 September 2023 by email at info@ucsr.ca.

We thank you for your interest. Only candidates selected for an interview will be contacted. UCSR is committed to the principles of employment equity and encourages applications from women, visible minorities, and persons with disabilities UCSR welcomes and encourages applications from people with disabilities. In Ontario, our organization is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Questions may be directed to Darin McRae, District Manager by email darinmcr@ucsr.ca or phone 613-543-0374.

Terms of Reference

Manager - Finance

Appointment

The Manager - Finance is appointed by, reports to, and is accountable to the District Manager.

Role

The Manager - Finance is responsible to oversee all aspects of the District's financial operations in accordance with the strategies, plans and policies approved by the Board of Directors.

Duties and Responsibilities

Risk Management

- Understand and follow OFSC's Risk Management Plan and Financial Management Policies.
- Monitor and control UCSR's financial risks and ensure that appropriate systems are in place to manage these risks.
- Develop strategies that work to minimise financial risk.

Financial Operations

- Collect, interpret, and review financial information.
- Work in conjunction with the Clubs and managers to prepare budgets.
- Predict future financial trends.
- Provide advice on how future decisions might be impacted.
- Produce financial reports related to budgets, account payables, account receivables, expenses etc.
- Develop long-term business plans based on these reports.
- Review, monitor, and manage budgets.
- Conduct financial analyses and make recommendations to maximize efficiencies.
- Coordinate invoices and valid receipts for approval and payment.
- Ensure required income tax paperwork is completed in a timely manner.
- Coordinate with the Club Grooming Coordinators for payroll documentation and processing.
- Ensure the payroll is actioned in a timely manner.
- Maintain and process the financial records of the UCSR in a timely manner.
- Implement and operationalize OFSC approved District Standard Operating Policy and Procedures.
- Ensure District compliance with OFSC approved financial policy, procedures and accounting systems.
- Liaise with the appointed auditor to ensure reports as required are completed and distributed to the clubs in advance of the annual members' meeting.
- Ensure financial reports are filed as required with appropriate government authorities.
- Ensure the financial records and funds of the District are appropriately guarded and maintained, including monitoring of the District's investment strategy and monitoring of any financial reserves to ensure adequate levels are maintained.

- In conjunction with the Treasurer, work closely with the external auditor to ensure full compliance with all accounting standards.

Committee Work

- Be the staff support to the Finance Committee and ensure each club has representation.
- Recommend policies directly related to financial operations.
- Conduct best practice sharing.
- Development and maintain a long-term financial strategy that will meet the needs of the District.
- Assist the Manager - Grooming with the development and maintenance of long-term planning for equipment life cycle, replacement and/or refurbishment.

Reporting

- Present regular reports to the District on financial operations.
- Complete CRA reporting requirements and assist clubs with their CRA reporting.

Qualifications

- A degree in Finance or Accounting (or equivalent).
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, and Zoom.
- Expert knowledge and skill in QuickBooks Enterprise.
- 3-5 years of experience in accounting and financial analysis.
- Strong knowledge of financial reporting.
- Experience in submitting funding proposals, funding reporting and analysis.
- Experience implementing financial policies and procedures for the organization to operate efficiently and as a means of minimizing risk and cost exposure.
- Excellent organizational and problem-solving skills; Excellent attention to detail; Strong, professional communication skills; Ability to work independently and produce results.
- A thorough understanding of the administrative and financial aspects of not-for-profit operations.
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