

Manager Finance & Budgets - Advancements

Part Time, Regular

(hours can vary between 36.25 to 43.50 hours biweekly)

Competition #23-24/25

Brandon, Manitoba

Salary: \$51.47 to \$65.68 hourly

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

The Manager Finance & Budgets – Advancement & External Relations research issues, analyses problems, determines approaches, compiles data and implements solutions as part of everyday functions, which include interfacing with and coordinating activities between various internal departments, work is generally of a critical and time sensitive nature.

Key Responsibilities:

- ▶ Performs the day-to-day accounting functions for the Foundation:
 - Accounts payable, including vouching and payments.
 - Accounts receivable, including invoicing, deposits, and gifting.
 - Monthly bank and investments reconciliations.
 - Receipting of charitable donations (cash and GIK).
 - Monthly interest allocation.
 - Posting all entries to the general ledger.
- ▶ Prepares the Manitoba Scholarship and Bursary fundraising and disbursement report for submission to the province.
- ▶ Records scholarship and bursary disbursements on student accounts in Colleague
- ▶ Acts as the Treasurer to the Foundation Board:
 - Attends regular board meetings.
 - Prepares fundraising progress reports.
 - Prepares assts, funds transfer, and undesignated funds usage resolutions.
 - Coordinates the Finance & Investment committee and schedules annual audit and investment review meetings as well as any other ad hoc meetings as necessary.

Qualifications:

- ▶ Completion of a recognized accounting designation (CPA, CA, CMA, CGA)
- ▶ Individual must have a good sound knowledge of accounting methodology and practices and have experience in a computerized accounts receivable/accounts payable software system.
- ▶ Excellent knowledge of computer systems, merging of data and computer applications is essential i.e. Microsoft Excel and Word.
- ▶ Must possess a good understanding of the CRA regulations for charitable organizations.
- ▶ Demonstrated ability to work under pressure and multitask with deadlines under minimal supervision.
- ▶ Good oral, written, and interpersonal communication skills.
- ▶ Must work well in a team setting; be well organized and flexible to complete all assignments.

This competition will remain open until the position is filled.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the national homeland of the Red River Métis.