



FINANCE OFFICER

Empowering People. Launching Ideas.

Rise is Canada's only national organization dedicated to empowering people with mental health and addiction challenges to achieve greater social and economic inclusion through entrepreneurship. Through training, mentorship, micro-financing, and other customs supports, we help individuals build the skills and access the capital they need to launch a small business that can improve their quality of life and enable them to support themselves, their families, and their communities. Since 2010, Rise has financed, trained, mentored, and coached more than 2,000 entrepreneurs and disbursed more than \$3 million via 750+ low-interest loans. Learn more in our [Impact Report](#).

Your Opportunity

Rise is seeking a highly motivated financial professional to join our team as our Finance Officer. Reporting to the Chief Operating Officer, this position's primary responsibility is ensuring organizational effectiveness in the financial and accounting functions. The Finance Officer is responsible for the overall management of financial and accounting operations, budgeting, banking, investments, compliance, planning and reporting. This role is ideal for someone who has well rounded experience in transactional accounting and is now ready to use your critical thinking and problem-solving skills to step into a position that could evolve into a manager role.

This hands-on role works closely with all Rise departments to ensure the accuracy, timeliness and integrity of shared financial data and reports and the achievement of the board-approved annual budget. The Officer may participate in quarterly meetings of the Finance, Audit & Risk Committee of the board of directors.

Finding the right person for the job

This position will serve as a member of the Rise team headquartered in Toronto. but more important than location is finding the right person for the job, so, this position is open to candidates from across Canada to be filled remotely.

Work/Life Balance

Rise offers staff generous benefits and personal days, and an inclusive and flexible working environment, with opportunity for in-office and remote workdays. What works for you works for us.

KEY RESPONSIBILITIES

Day-to-day accounting (40%)

- Responsible for all day-to-day accounting functions including AP (invoices, expense reports, credit cards, e-transfers) and revenue (donations, events)
- Manages the banking relationship and requirements for the organization; responsible for all bank deposits and reconciliation of accounts and investments.
- Reconciles accurate and timely bi-weekly payroll runs for all employees and prepares payroll journal entries
- Acts as liaison for the Rise Benefits Program, ensuring enrolments and removals are processed in a timely fashion and reconciling the benefits expenses on monthly basis
- Maintains detailed payroll records as required including for audit purposes, in accordance with statutory requirements
- Completes payroll-related compliance items including T4s, T4As and EHT returns
- Reconciles P&L and GLs on monthly basis and make sure all allocations reflect the approved budget

Financial performance & budgeting (30%)

- Establishes the budget performance expected from each Rise department, supporting each leader with the information and analysis they need in order to run their department's budget
- Coordinates the preparation of consolidated annual budgets and periodic forecasts.
- Supports organizational fundraising efforts by developing budget for proposals
- Leads the quarterly budget forecast processes in conjunction with the Chief Operating Officer and the Leadership team
- Supports the annual audit of financial statements through preparing the year-end supporting package and providing the auditors with all requested support and analyses
- Responsible for working with outsourced financial services on all matters related to accounting and payroll
- Oversees financial risk assessment and analysis, ensuring proper insurance, financial policies and procedures, annual audits, and budget management processes are in place, including the budget planning cycle, record keeping and remittances
- Provides financial analysis and insights that inform strategic decision making for existing and proposed areas of business, for guiding investment decisions, and developing finance strategies

Compliance and Reporting (20%)

- Working with the Development Coordinator and Program Managers, ensure that all funder reports include accurate financial reports, corresponding to contracted deliverables.
- Ensure compliance with Canadian accounting standards for not-for-profit organizations, CRA guidelines for charities and all other applicable regulations

- Support the Chief Operating Officer in writing the finance, accounting and compliance policies and procedures
- Oversee all government submissions including T3010, HST, payroll remittances and other required filings

Systems (10%)

- Leads on the integration of key systems (Quickbooks, EFT Canada) with Salesforce, where appropriate
- Leads the design and launch of procedures for integration social finance offerings and investors into the appropriate Rise systems (includes issuance, payment of interest, redemption, renewals, reporting)

Qualifications

- Successful completion of or working towards an Accounting Diploma or designation, or equivalent knowledge and skills acquired through relevant work experience
- Minimum 3 years' related experience
- Experience in accounting for the non-profit sector is a strong asset

Skills

- Strong financial management planning, analysis skills
- Proficiency with cloud-based computerized financial/accounting systems including integrations with electronic payment, HR/payroll systems, database management, and other related finance technology
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills
- Strong background in QuickBooks and ability to design/improve accounting processes and financial reports using QuickBooks classes and items; knowledge of QuickBooks add-on products is a strong asset
- Experience in departmental and project-based accounting
- Experience in establishing appropriate internal controls, processes, and systems to meet deadlines and competing priorities
- Advanced level Microsoft Office skills – Excel, Word, PowerPoint, Outlook
- Excellent oral and written communication skills with the ability to effectively communicate across all levels within and outside the organization
- Strong organizational skills
- Exceptional attention to detail, analytical skills, and ability to identify accounting errors and problems easily
- Ability to work independently as well as within a team environment

Rise is committed to employment equity and diversity in the workplace. ***We actively seek racialized and indigenous persons, people with disabilities, (including people who have experienced mental health and addiction challenges), and additional diverse identities for our team.*** While we thank all applicants for their interest, only those selected for interviews will be contacted. All applicants are advised that, where needed, accommodation for disabilities will be provided upon request. This includes accommodation throughout the recruitment process.

Application Deadline

Please submit your resume and a cover letter by 11:59 pm on June 9, 2023 to Mary Barcellos, HR Consultant at mpdbarcellos@rogers.com, with Rise Finance Officer in the subject line. The salary range for this position is \$70,000 - \$75,000, plus generous benefits, employee assistance program services, holiday closure and paid sick leave. In your cover letter please state your salary expectations. Interviews will be scheduled as applications are received.