



<b>Benchmark Title</b>	<b>Finance Manager</b>
<b>Job Summary</b>	Assists the Executive Director(s) to implement the organization's strategic plan to meet annual goals and financial objectives. Produces payroll. Evaluates financial goal and strategies.
<b>Key Duties and Responsibilities:</b> <ol style="list-style-type: none"> <li>1) Assists with development of annual budgets.</li> <li>2) Prepares financial statements, summaries, financial analyses and reports</li> <li>3) Helps write and implement Financial Policies</li> <li>4) Monitors expenditures, journal entries, bank statements and other financial records</li> <li>5) Monitors compliance with contractual obligations with funders</li> <li>6) Performs payroll duties including bi-weekly payroll and source deductions</li> <li>7) Maintains/Enrols employees with payroll and benefits</li> <li>8) Prepares cheques for signing, compares cheques to source documents to ensure accuracy</li> <li>9) Processes petty cash transactions</li> <li>10) Prepares and deposits cash receipts- maintains records</li> <li>11) Pays all invoices</li> <li>12) Files documents such as invoices, cheque requisitions, bills, paystubs</li> <li>13) Maintains filing system in accordance with established guidelines</li> <li>14) All other duties as assigned</li> </ol>	
<b>Qualifications</b>	<b>Education and Knowledge</b> <ul style="list-style-type: none"> <li>• Diploma in related financial management</li> </ul> <b>Training and Experience</b> <ul style="list-style-type: none"> <li>• one (1) year related experience</li> <li>• Or equivalent combination of education, training and experience.</li> </ul>
<b>Wage</b>	<b>\$35.00/hr + Benefits</b>
<b>Hours</b>	<b>Full-time, hours to be determined</b>
<b>Job Start Date</b>	<b>August 6, 2025</b>
<b>How to apply:</b>	Please email resume to: <a href="mailto:Leree.s@insideoutcarecorp.com">Leree.s@insideoutcarecorp.com</a> OR <a href="mailto:Trina.l@insideoutcarecorp.com">Trina.l@insideoutcarecorp.com</a>