



## Pride Winnipeg Festival

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Vice President of Finance | <b>Job Class:</b>  | Officer |
| <b>Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Finance                   | <b>Department:</b> | N/A     |
| <b>Reports To:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | President                 | <b>Term:</b>       | 3 Years |
| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |                    |         |
| <p><b>Position Summary &amp; Job Purpose:</b></p> <p>The Vice-President of Finance is responsible for setting the Organization's financial policy and direction while also being an active participant in, and driver of the Organization's overall strategy. The Vice-President, Finance will lead all financial administration, business planning, and budgeting. As a member of the senior leadership team, the Vice-President, Finance will work closely with a motivated and engaged Finance committee composed of members of the Board of Directors.</p> <p><b><u>Duties &amp; Responsibilities:</u></b></p> <p><b>Strategy, Vision &amp; Leadership:</b></p> <ul style="list-style-type: none"> <li>• Advises leadership on financial budgeting, cash flow, and financial policy matters.</li> <li>• Contributes to the development of Pride Winnipeg's strategic goals and objectives, as well as the overall management of the Organization.</li> <li>• Represents the Organization externally, where necessary, with banking negotiations, and decision making.</li> <li>• Effectively communicates and presents critical financial matters at Board of Directors and Finance committee meetings.</li> </ul> <p><b>Division / Department Duties:</b></p> <ul style="list-style-type: none"> <li>• Oversees the bookkeeping function in tandem with the bookkeeper and Director of finance, including maintenance of the general ledger, accounts payable and accounts receivable.</li> <li>• Develops and maintains timely and accurate financial statements and reports that are appropriate for the Board and Finance committee members in accordance with accounting standards for private enterprises (ASPE).</li> <li>• Develops and maintains complete and accurate supporting information for all financial transactions.</li> <li>• Develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control and petty cash.</li> <li>• Oversees the management of all leases, contracts and other financial commitments.</li> <li>• Reviews monthly results and implements monthly variance reporting.</li> <li>• Supervises the Finance Division of the Organization, providing on-going feedback and training.</li> </ul> <p><b>Organizational Development &amp; Process Improvement:</b></p> <ul style="list-style-type: none"> <li>• Actively participates in committees and special projects as assigned by the President, or Board of Directors.</li> <li>• Maintains current knowledge on financial accounting and reporting best practices.</li> <li>• Attends professional accounting seminars and workshops, when available.</li> </ul> |                           |                    |         |



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### **Financial Management:**

- Serves as signatory on all Pride Winnipeg financial accounts, in partnership with the President.
- Responsible for the management of the Finance Division budgets, as approved by the Board of Directors.
- Approves expenses incurred by the Organization, through the use of financial requests.
- Ensures that all resources (time and supplies) are used in the most efficient ways possible, to support department objectives.

### **Qualifications:**

The Vice-President, Finance will be a seasoned and mature leader with at least 3 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. They will ideally have experience managing finance (accounting, budgeting, control, and reporting), for a nonprofit organization.

### **Education:**

- College or University Degree required

### **Professional:**

- A minimum of three years professional financial experience.
- Mature and proactive, with evidence of having worked as a true business partner in leadership of an Organization.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Skill in examining, developing, reengineering, and recommending financial policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Ability to plan and manage at both strategic and operational levels.

### **Personal:**

- Excellent written and verbal communications skills.
- Ability to establish and maintain working relationships within a diverse team.
- Collaborative, flexible, with a strong service based mentality.
- Hands-on ability to manage a dynamic, mission-driven team.
- A strong commitment to team development and life-long learning.
- Demonstrated commitment to the social sector with a passion for the Organization's mission.

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| <b>Last Updated On:</b> | 2016-12-02 | <b>Updated By:</b> | Aiden Kahanovitch |
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