



Finance and Administration Manager

Description

The Finance and Administration Manager is responsible for overseeing the financial operations and administrative functions of our organization. This role ensures accurate financial reporting, effective budgeting, payroll administration, and compliance with applicable regulations.

Duties

- Plan, organize, direct, control, and evaluate the firm's finance and accounting operations, including full-cycle accounting (general ledger, journal entries, AP/AR, cash management, and reconciliations).
- Develop, implement, and maintain financial policies, systems, procedures, and internal controls to ensure accuracy, timeliness, and compliance.
- Prepare and coordinate monthly and year-end financial statements and related management reports (e.g., income statement, balance sheet, cash flow) and provide analysis to support decision-making.
- Coordinate the annual budgeting process and ongoing forecasting; analyze variances, validate

Closing Date

January 31, 2027

Categories

Business, Finance
and Administration

Employer

GD Workforce
Solutions

Location

Rural

Address

86 Main Street
Niverville, R0A 1E0

Job Type

Permanent

Education Level

Bachelor

assumptions, and recommend corrective actions as required.

- Prepare and present regular revenue and finance updates to the COO/General Manager; identify, monitor, and report financial trends critical to organizational performance.
- Oversee daily revenue controls and cash handling, including end-of-day sales reconciliation, bank deposits, and investigation/resolution of discrepancies.
- Reconcile credit/debit card transactions and ensure timely, accurate posting to the general ledger.
- Administer accounts payable and vendor payments, ensuring appropriate approvals, supporting documentation, and compliance with internal controls.
- Coordinate invoicing and financial administration for banquets and events with internal stakeholders, ensuring accurate pricing, contract alignment, and proper posting.
- Manage end-to-end payroll for salaried and hourly employees, including statutory deductions, payroll reporting, and preparation/issuance of annual T4s and related forms.
- Prepare, file, and remit applicable tax filings (e.g., GST/RST) and support regulatory compliance requirements.

- Coordinate annual audit activities by preparing schedules, maintaining audit-ready documentation, and serving as the primary liaison with external auditors.
- Oversee member billing and account administration (monthly statements, pre-authorized payments, credits/refunds, follow-up on outstanding balances) and resolve billing inquiries in a timely manner.
- Lead HR and administrative functions (onboarding, record-keeping, benefits administration, and support to performance/employee relations processes) in collaboration with the COO/General Manager.
- Recruit, organize, train, and support staff as needed; participate in management meetings and implement process improvements to enhance efficiency, accuracy, and service delivery.

Qualification

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- Minimum of 1-2 years of progressive experience in finance and administrative management or a similar role.
- Strong knowledge of full-cycle accounting, budgeting, financial reporting, and internal controls.
- Experience with payroll administration, statutory remittances, and year-end reporting (e.g., T4s).

- Working knowledge of Canadian tax regulations, including GST/RST and employment-related filings.
- Experience coordinating audits and working with external accountants or auditors.
- Proficiency with accounting software, payroll systems, and Microsoft Office (Excel in particular).
- Demonstrated ability to plan, organize, and manage multiple priorities with minimal supervision.
- Strong analytical, problem-solving, and financial reporting skills.
- Excellent organizational, communication, and interpersonal skills.
- Ability to handle confidential information with discretion and professionalism.