

Title: Finance and Accounting Manager

Location: Toronto, Canada

Salary: \$55,000 - \$75,000 CAD (*depending on experience*)

Type of Position: Permanent Position

Employer: World Green Building Council

About the TRCA and the World Green Building Council

Since 2007, World Green Building Council's Secretariat has been hosted by the Toronto Region and Conservation Authority. As WorldGBC agreed on a new strategy in 2015, its revenue and number of staff have grown significantly requiring WorldGBC and TRCA to undergo a transition and enable WorldGBC to oversee its finances directly.

The World Green Building Council is a global network of Green Building Councils (GBCs) in over 70 countries which is accelerating and advancing green buildings around the world, in order to achieve major environmental goals such as combatting climate change, eliminating waste from construction and reducing water usage.

About the Role

This position will play a vital role in managing the financial health of WorldGBC, a members organisation with a US not-for-profit tax status of 501(c)(3) registered in Canada. The Finance and Accounting Manager will serve as the lead staff member responsible for WorldGBC financial operations. The Manager will also support the transition of financial management from Toronto and Region Conservation Authority (TRCA) to WorldGBC.

Initially, this position will report directly to TRCA's Senior Manager, Financial Planning and Reporting, and before the end of 2018 will transition directly to the Operations Manager of WorldGBC. At WorldGBC, the Manager will be supported by an Officer level position.

The WorldGBC financial management role will be complex and interesting, due to the international nature of the organisation, the diversity of currency used on a daily basis and US and Canadian accounting rules.

Key responsibilities include

The Finance and Accounting Manager is responsible for coordinating and performing all aspects of WorldGBC's financial operations, including but not limited to:

- Oversee all routine A/R and A/P activities ensuring adherence to internal policies and accounting rules, ensure accurate recordkeeping in QuickBooks/Agresso.
- Ensure accurate management of bank accounts, including all transfer payments, analysis of transactions, credit cards management, reporting and reconciliations.

- Establish and implement a document retention policy in coordination with the Operations Manager; maintain electronic and hard copy filing systems for all accounting and grant records for reporting and audits.
- Work with the team on the management of annual budgets, the creation of monthly financial statements, and financial forecasting for the organisation.
- Coordinate and manage the processes, information, and year-end reporting needed for an annual independent audit.
- Support preparation of financial information for all state and federal tax filings in the US.
- Provide support to and liaise with the WorldGBC Board Treasurer and the Board of Directors' Audit Committee.
- Assist staff with other financial documentation and reporting as needed.
- Participate in staff meetings and planning sessions to assist with strategic growth efforts and help to plan for strong financial management.
- Manage the transition from TRCA to WorldGBC's own accounting; obtaining past years accounts, tax returns & paperwork.

Qualifications, Skills and Experience

- 5-7 years of experience in finance, preferably with experience in a not-for-profit environment.
- Undergraduate degree in business/commerce or related field and CPA designation (US) is preferred.
- Knowledge of US GAAP and US reporting, especially for not-for-profits is an asset.
- Computer literacy and aptitude for systems applications to facilitate analysis and efficiencies, including with software systems such as QuickBooks/Agresso Business World; some experience with transitioning software systems.
- Experience managing or supporting annual audits and tax filings.
- Significant interest in and applied knowledge of budgeting and internal controls, including the preparation of financial reports to understand organizational performance.
- Strong interpersonal skills, collaborative and able to build positive peer relationships within a diverse team located in multiple offices globally.
- Excellent analytical and problem-solving skills, with a track-record for thinking through challenges, and drawing on other staff and peer organisations to achieve goals.
- Exceptional attention to detail, with a high degree of organisation.
- Excellent organisational and multi-tasking skills and the ability to meet tight deadlines under time constraints.
- Interest in and support for WorldGBC's work with business leaders and our mission.

Location: For the first five months of employment, the Manager will work four days a week from the TRCA offices at 101 Exchange Avenue, Vaughan and one day a week from the WorldGBC office at 401 Richmond Avenue, Toronto. From latest October onwards, the Manager will work from the WorldGBC Toronto office, with some possible visits to TRCA still required.

To apply, please send a CV and covering letter to office@worldgbc.org by 11:59 PM EST on 06 April 2018.

WorldGBC thanks all applicants but will only respond to short-listed candidates.