

## **8 80 Cities is hiring a Finance Manager!**

**Location:** The 8 80 Office is located at 364-401 Richmond Street West, Toronto. We are looking for a candidate based in the Greater Toronto Area. This is a hybrid position. Work is a mix of remote and in-office.

**Application Deadline:** Applications will be reviewed, and candidates contacted on a rolling basis until the position is filled.

**Estimated Start Date:** April 1, 2024

**Salary:** \$60,000 annually at 0.8 FTE (4 days/week)

**Reports to:** Executive Director

**Term:** Full-time, permanent position. 4 days a week.

**Are you a detail-oriented person with strong financial acumen and passion for liveable cities? Come work with us at 8 80 Cities! We're looking for a Finance Manager to support our mission to create healthier, more equitable, and sustainable cities.**

### **ABOUT US**

8 80 Cities is a non-profit organization based in Toronto, Canada. Our mission is to ignite action and challenge the status quo to create healthier, more equitable, and sustainable cities.

We are guided by a simple but powerful question: What if everything we did in our cities was great for an 8-year-old and an 80-year-old? We believe if you start there, you can create better cities for all people.

To learn more about our organization and the work that we do please visit [www.880cities.org](http://www.880cities.org)

8 80 Cities is an equal opportunity employer. We celebrate diversity, promote equity, and are committed to creating an inclusive environment for all employees.

We are striving for a staff team that is representative of the communities where we work, and we encourage applications from BIPOC candidates and individuals with lived experience that are currently underrepresented in the placemaking sector.

We are a dynamic, collaborative, and inclusive workplace. We offer a competitive benefits package and flexible working hours; the work week is 37.5 hours (30 hours for 4 days). Our employees are entitled to 4 weeks' paid vacation. We value flexibility and work-life balance for our team members.

## **Job Description – Finance Manager**

**JOB DESCRIPTION:** The Finance Manager is responsible for establishing systems and processes that maintain the overall financial health of 880 Cities. The Finance Manager works closely with the Executive Director to manage the financial records and systems of the organization. They prepare, compute, maintain, and analyze all accounting data, to provide quantitative information on performance, financial position, forecasts, and cash flows of the organization.

Reports to: Executive Director

Salary: \$60,000 annually 0.8 FTE (4 days/week)

This is a full-time position. Employee is entitled to group benefits and 4 weeks paid vacation (3 weeks variable and 1 week fixed)

### Key Accountabilities:

- Manage and monitor all accounting operations (payroll, invoicing, AP/AR, other transactions).
- Prepare budget and financial forecasts.
- Prepare cash flow reports.
- Prepare and monitor monthly account reconciliations. Conduct month-end and year-end closing process.
- Calculate variances from the budget and report significant issues to management.
- Prepare quarterly financial reports and financial statements for management in a timely manner.
- Prepare cheques/payments for reimbursements and expenses.
- Monitor the organization's annual budget with the Executive Director and maintain financial records for grants and projects in collaboration with project managers.
- Compute taxes and prepare tax returns, balance sheet, profit/loss statements.
- Coordinate financial reports and answer inquiries for the external annual financial audit.
- Keep information confidential and secure.
- Keep up with financial policies, regulations, and legislation.
- Manage contracts (employment contracts, contracts with vendors, contracts with company insurance providers and brokers including group benefits)
- Work collaboratively with the Manager, Administration and Communications and the Executive Director to onboard/offboard employees.
- Monitor vacation and lieu time and update payroll accordingly.
- Implement systems and processes that effectively maintain data and information that support the overall financial health of the organization (e.g. NetSuite, Plooto).

### Skills & Qualifications:

- Post-secondary degree or diploma in accounting or business administration, or equivalent in work experience.
- Highly knowledgeable of bookkeeping and accounting principles.
- Experienced and highly proficient in accounting software programs (e.g QuickBooks).
- Ability to synthesize large quantities of complex data into actionable information.
- Experience preparing and calculating Payroll.

- Knowledge of CRA GST and HST rules.
- Excellent collaboration and communication skills – both oral and written.
- Keen attention to detail and confidentiality.
- Proven and strong demonstrated use of Office 365 – Word, Excel (advanced including macros, V-Lookups, Pivot Tables, etc.), Access, Power Point, Outlook, SharePoint & Teams. Familiarity with NetSuite is considered an asset.

### **Our Anti-Oppression Policy**

8 80 Cities is committed to the principle that diversity in staff is its strength. 8 80 Cities defines acts of oppression as any intentionally or unconscious discriminatory behaviour towards an individual or a group of people. 8 80 Cities in all aspects of its operation and at all levels of the organization shall not tolerate acts of oppression and shall address any intentional or unintentional acts of oppression towards an individual or a group of people that creates barriers to access or inclusion on the basis of Race or colour; Ethnicity; Ancestry; Religion or creed; Socio-economic class; Sex; Gender; Sexual orientation; Gender orientation; Receipt of public assistance; Political affiliation; Level of literacy; Citizenship/immigration status; Country of origin; Mental health status; Age; Type of housing; Neighbourhood of residence; Language; Family status; Health status; Ability or any other personal characteristics.

Please send your resume and cover letter in one electronic PDF file (labelled with your first and last name) in confidence to Amanda O'Rourke.

[aourke@880cities.org](mailto:aourke@880cities.org)

Please confirm you are a resident of the Greater Toronto Area in your cover letter.

Please reference "Finance Manager" in the subject line of your email.

Only successful candidates will be contacted for an interview.