

Finance Manager

Alberta Council for Global Cooperation (ACGC)

Edmonton, Alberta (Hybrid)

About ACGC

The Alberta Council for Global Cooperation is a network of organizations and individuals working globally to achieve sustainable development and global citizenship through engagement, learning, and collaboration. For over 50 years, ACGC has supported Albertans to engage with global issues including gender equality, climate justice, human rights, and international cooperation.

ACGC works with educators, youth, civil society organizations, and community partners across Alberta and Canada. Our work is supported through partnerships with Global Affairs Canada and other public and philanthropic funders.

We are seeking a highly organized, collaborative, and values-driven Finance Manager to lead ACGC's financial management function.

Position Summary

Reporting to the Executive Director, the Finance Manager provides strategic and operational leadership for ACGC's finance and administration function.

This role is ideal for a finance professional who enjoys working in a mission-driven environment and has experience managing the financial and operational requirements of nonprofit and grant-funded organizations. The successful candidate will oversee full-cycle accounting, financial reporting, grant compliance, audit coordination, budgeting and forecasting, internal controls, cashflow management and policy oversight that support a small and collaborative team.

The Finance Manager plays a key role in ensuring strong financial stewardship, compliance with funder (Global Affairs Canada) and regulatory requirements, effective internal controls, and smooth day-to-day organizational operations.

This is a management role within a small-to-mid-sized nonprofit organization and requires both strategic thinking and hands-on implementation.

Key Responsibilities

Financial Management & Reporting

- Lead full-cycle accounting and day-to-day financial operations, including accounts payable, accounts receivable, payroll entries, bank and credit card reconciliations, journal entries, and general ledger management.
- Prepare monthly, quarterly, and annual financial statements, forecasts, cash flow projections, and variance analyses for the Executive Director and Board of Directors.
- Participate in Board Finance Committee meeting supporting Treasurer with detailed notes on finance reports
- Coordinate annual budgeting processes and support program budgeting and forecasting with staff.
- Prepare financial documentation and working papers for annual audits and liaise with external auditors.
- Administer payroll, benefits, pension/RRSP contributions, and employee financial records.
- Ensure compliance with Canadian accounting standards for nonprofits and applicable CRA tax requirements.
- Strengthen and maintain internal financial controls, policies, and procedures to support organizational accountability and risk management. This includes, but is not limited to closely monitoring payments, payroll process, and ensuring required back-up documents are in place
- Support the Treasurer and Board Finance Committee through financial reporting and meeting preparation.
- Maintain organized digital financial records

Grant Management

- Monitor grant and contribution agreement budgets and expenditures to ensure compliance with funder requirements, including Global Affairs Canada agreements.
- Prepare financial reports and supporting documentation for funders, and external auditors.
- Support program staff in understanding budget parameters, eligible expenditures, and financial reporting requirements.
- Monitor restricted funding allocations, budget variances, and financial forecasting across projects and operational budgets.
- Ensure funder terms and conditions are integrated into organizational financial systems and processes.

Payroll & Benefits Administration

- Administer payroll, benefits, pension/RRSP contributions, and employee financial records.
- Manage onboarding and offboarding processes related to payroll and benefits systems.
- Prepare T4s, ROEs, vacation accruals, and other employment-related financial documentation.
- Maintain payroll compliance with applicable legislation and organizational policies.
- Monitor payroll legislation and advise/update accordingly

Organizational Leadership & Collaboration

- Promote strong organizational accountability, transparency, and stewardship practices.
- Provide guidance and training to staff on financial policies, procedures, and budgeting practices.
- Contribute to organizational planning, operational improvements, and policy development.
- Foster collaborative working relationships across the team and support a positive organizational culture.
- Support ACGC's commitment to equity, inclusion, accessibility, and anti-oppressive organizational practices.

Qualifications & Experience

We recognize that candidates may bring relevant experience through different pathways. We encourage applicants who meet most, but not all, qualifications to apply.

Preferred qualifications include:

- Post-secondary education in accounting, finance, business administration, or a related field.
- Minimum 5 years of progressively responsible experience in nonprofit financial management, accounting, or operations.
- Experience working with grant-funded or federally funded organizations, preferably including Global Affairs Canada contribution agreements.

- Strong knowledge of nonprofit accounting practices, budgeting, and financial reporting.
- Experience supporting audits and preparing funder financial reports.
- Knowledge of CRA regulations and nonprofit compliance requirements.
- Experience with accounting software and cloud-based (Google) collaboration tools.
- Strong organizational skills with high attention to detail and the ability to manage multiple priorities.
- Strong interpersonal and communication skills with the ability to work collaboratively in a small team environment.

The following would be considered strong assets:

- Experience in the nonprofit, international cooperation, or social impact sectors.
- Experience with QuickBooks Online and Google Workspace.
- Experience working within equity-informed or anti-oppressive organizational frameworks.
- CPA in progress preferred or completed.

Compensation & Benefits

Salary: **\$75,000**

ACGC offers a competitive nonprofit sector compensation package, including:

- Extended health and dental benefits
- RRSP contribution support
- Generous paid vacation and organizational closure days
- Professional development support
- Flexible hybrid work arrangements
- Supportive and collaborative work environment

This is a full-time position based in Edmonton, Alberta. Hybrid work arrangements are available, with regular in-office presence expected.

Equity & Inclusion

ACGC is committed to building an equitable, diverse, inclusive, and accessible workplace. We strongly encourage applications from individuals who identify as Black, Indigenous, racialized, persons with disabilities, 2SLGBTQIA+, newcomers, and individuals from underrepresented communities.

We recognize that systemic barriers shape professional experiences and qualifications. If you are excited about this role but do not meet every listed qualification, we encourage you to apply.

Accommodation is available throughout the recruitment process upon request.

How to Apply

Please submit the following to employment@acgc.ca:

- A cover letter outlining your interest and relevant experience
- Your resume
- Optional: relevant certifications or professional designations

Applications will be reviewed on a rolling basis until the position is filled.

Only candidates selected for an interview will be contacted.