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Manager of Finance

Reporting to the President and CEO of the Chamber, the Manager of Finance is responsible for managing and ensuring the accuracy of the day-to-day financial activities of the Chamber and reporting monthly and annual financial results to senior management and the Board of Directors. This includes: daily, monthly and annual accounting; liaising with auditors, banking and investment personnel, members of the Board of Directors and Chamber staff; advising the President & CEO and the Treasurer of financial issues impacting the organization; preparing the monthly financial statements and reports, annual budget and the annual audit file; being a resource for staff involved in collections and other financial activities.

Job Requirements:

- An accounting designation or near-completion of a recognized accounting program
- 3 to 5 years management level accounting experience
- Proficiency in Word, Excel, Microsoft Office, accounting software, experience in IRM or similar association management software is an asset
- Excellent oral and written communication skills
- Attention to detail and accuracy
- Excellent organizational and problem-solving skills
- Ability to meet deadlines (multi-tasking, multiple deadlines)

Specific Accountabilities:

- Produce monthly financial statements
- Develop annual capital and operating budgets
- Produce multi-year forecasts
- Manage the year end audit and present results to senior management and the Board of Directors
- Prepare reports for Executive and Board meetings as requested
- Manage the administration and payment of commissions
- Ensure all government remittances are paid in accordance with due dates; liaise with government personnel as required
- Manage cash flow, ensuring timely payment of invoices through accounts payable, and effective investment of cash surpluses
- Prepare all other financial reports on an as-needed basis

To Apply:

Please send a cover letter and resume to
Greater KW Chamber of Commerce
80 Queen Street North, Kitchener, ON N2H 6L4
Attention: Recruitment

Or via email to admin@greaterkwchamber.com

Deadline for applications is October 2, 2009.

Only those invited for an interview will be contacted. Thank you.