

## Job Posting – Finance Manager

### VALUING LIVED EXPERIENCES

EAC's vision is of a just and vibrant world of respect, belonging and ecological resilience. As a team we are working to decolonize, further equity and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team.

We encourage applications from individuals from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

### ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

### ABOUT YOU

Colleagues describe you as smart, flexible, and trustworthy. You thrive in a busy, collaborative environment, immersed in meaningful work with colleagues committed to a cause. You excel in a culture of productivity and respect—one that values appreciation and work/life balance.

You are a seasoned financial professional and strategic thinker who balances the big



picture with detailed analysis. You creatively solve complex financial challenges, manage multiple projects and funders, and deliver exceptional results driven by process, accuracy, and timeliness. You have a deep commitment to diversity, equity, and inclusion in all aspects of work and building relationships comes naturally to you, and your values—listening reflectively, speaking kindly, and acting ethically—guide your work. At this stage in your career, you seek to join others in creating meaningful and lasting change.

### **About the role**

The Finance Team provides service-oriented support to EAC staff working on diverse, multi-funded projects. As Finance Manager, you lead, manage, and mentor the Finance Team, ensuring robust financial systems and controls to safeguard organizational assets. You liaise across the organization, including seven Action Teams, Fundraising, and Operations, and advise at the Senior Leadership and Board level. Your work facilitates risk mitigation and informed decision-making at all levels. The utmost rigor and confidentiality are required for all internal and external reporting. You lead in a collaborative manner across projects and effectively communicate complex financial data to diverse audiences.

The Finance Team includes the Finance Manager, Finance Clerk, and Finance Analyst. Together, the team ensures positive, service-oriented support for Ecology Action Centre staff, donors and funders.

For more details, see [EAC Annual Reports and statements here](#)

### **Key Responsibilities**

- Manage day-to-day, monthly, and annual functions related to accounting, analysis, forecasting, and ensure timely and accurate financial reporting.
- Oversee financial accounting including payroll, payables, receivables, and cash flow.
- Produce clear financial summaries for staff, funders, senior leadership, and the Board.
- Prepare internal and external financial statements, quarterly board updates, and year-end packages.
- Support a team of 10+ project budget holders to be effective in their work via budget development, training, support, and accurate informational tools.
- Liaise with auditors; oversee audit documentation and charitable tax returns.
- Ensure compliance with CRA and other regulatory requirements.
- Maintain and improve financial systems, processes, and technology to meet organizational needs.



- Collaborate on budget development for foundation and government grants; oversee tracking of funding schedules and ensure compliance and reporting.
- Advise senior leadership and board on financial strategy and organizational sustainability; support strategic and operational planning to enable sound short- and long-term financial decisions.

## WHY YOU SHOULD APPLY

Even if you don't have all the requirements listed in this position, you may be the right candidate. If you are a natural leader with a passion for how organizations thrive and change, and an experienced financial manager knowledgeable of non-profits, we want to hear from you. Apply and tell us what you'd bring to the team.

## WHAT YOU BRING

### Experience, Skills, and Qualifications

- Bachelor's degree in business or accounting, or equivalent experience in bookkeeping or business administration
- Excellent knowledge of Accounting Standards for Not-For-Profit Organizations (ASNPO).

#### Experience:

- Minimum of 3 years experience in financial management in a non-profit organization.
- Proven experience developing and managing budgets of \$2M+.
- Experience supporting and advising senior leadership, as well as managing a team.
- Demonstrated success in managing foundation and government grants, including compliance.
- Experience with organizations receiving a high volume of individual charitable gifts.
- Thorough knowledge of audit procedures, risk management, and preparation of financial statements.
- Experience with payroll systems, legislation, and training.
- Familiarity with project management across the full cycle: proposal budgeting, monitoring, reporting, and closeout.

#### Skills:

- Advanced proficiency in QuickBooks Online, Excel, payroll and accounts payable systems, and MS Office Suite (Word, PowerPoint, Outlook).



- A proven interest in information management systems.
- Ability to effectively communicate technical financial information to diverse audiences.
- A service mindset.
- Strong organizational skills, attention to detail, and ability to manage multiple deadlines.
- Self-motivated, proactive, and adaptable to changing circumstances.

Other skills and experience considered an asset:

- Commitment to environmental issues and social justice.
- Canadian CPA designation (CGA, CA, CMA) in good standing.
- Experience advising a non-profit Board of Directors.
- Knowledge of contact management databases.

#### **TERMS OF EMPLOYMENT:**

- Full-time; 4-day, 30 hr work week, Monday - Thursday with some flexibility in the workday. [Find out more about our 4-day work week here](#)
- Remuneration: \$65,000 - \$70,000 annual salary range, commensurate with experience
- Full time, permanent
- 4 weeks pro-rated, 10 paid health days, and 12 paid Holidays, cost-shared benefits plan after 3 months
- Hybrid work environment with the expectation to be in Halifax office at least 2 days per week.

#### **TO APPLY**

[Please submit your resume and cover letter here.](#) **Applications will be assessed on an ongoing basis until filled; for best consideration please apply by February 1st.** We thank everyone who applied; however, we will only be contacting those who will be interviewed.

