



Finance and Administration Manager Position Description

ROLE:

To manage the day-to-day financial and administrative requirements of Green Marine under the direction of the President.

RESPONSIBILITIES:

Financial Management / General Accounting:

- Arrange for bookkeeping and professional accounting services, as required
- Manage all accounting functions, including invoicing, collections, payroll and disbursement of funds
- Prepare quarterly financial reports and year-end forecasts
- Prepare budgets, monitor and report on variances
- Manage banking and investment-related matters
- Manage the annual financial audit by external accounting firm
- Review reports and financial statements from the accounting firm
- Co-ordinate meeting(s) with accounting firm and board members, as required
- Compile and analyze financial data for decision-making support.

General Administration:

- Assist in the preparation of meeting briefing materials, as required
- Assist in logistical preparation of meetings
- Assist the team in managing members (welcome process, invoicing, membership cancellations, etc.)
- Maintain a directory of corporate policies and guidelines
- Handle Corporations Canada filings (annual declaration, director changes, etc.)
- Provide new directors with corporate background information – by-laws, policies, financials, insurance details, etc.

Statutory Filings:

- Oversee the external bookkeepers with regards to:
 - Ensure statutory remittance compliance - employer payroll contributions (EI, CPP, EHT, etc.)
 - GST / HST / PST filings
- Review annual tax return and NFP Information Reporting

Contract Administration:

- Assist with contracting – drafting service agreements, employment agreements, etc.
- Monitor and report on compliance with terms and conditions of contractual obligations (i.e., notices, payments, etc.)

**Group Benefits:**

- Assist with administration of group benefits plan
- Arrange for insurance coverages, as required
- Co-ordinate insurance policy renewals

Insurance:

- Arrange for insurance coverages, as required
- Co-ordinate insurance policy quotes and renewals
- Administer claims, as required

QUALIFICATIONS REQUIRED:**Education / Experience:**

- Diploma or certification in the finance, accounting, or a related field.
- Minimum 3-5 years recent relevant experience in finance and full cycle of accounting.
- International experience highly desirable.

Knowledge / Skills / Abilities:

- A team player, personable, energetic, and possess strong communication and client service skills.
- Detail-oriented, highly organized and able to manage recurring deliverables and deadlines.
- Advanced working knowledge of Microsoft Office Suite and QuickBooks.
- Self-motivated and results-driven; prefers to work in a fast-paced dynamic environment.
- Proven prioritization, time management and project management skills.
- Highly effective written and interpersonal communication skills.
- Demonstrated aptitude in dealing with private and confidential information; uses diplomacy and tact in all interactions.
- Sound knowledge of, and ability to interpret and apply accounting principles and financial regulations.
- Demonstrated financial acumen for budgeting and forecasting.
- Analytical skills to consider the 'big picture' in decision-making and drive continuous improvement.

Languages:

- Excellent ability to communicate in English and French (oral and written).

WORKING CONDITIONS**Location:**

- Hybrid work model – with the ability to work from home and at the main office in Québec City as required for work purposes, meetings etc.

Required Travel:

- Valid passport required for regular travel in Canada, U.S. and potentially internationally.

Compensation:

- This is a full time, salaried position. Green Marine offers a competitive salary, employee performance incentive program and a comprehensive benefits package.



APPLICATION PROCESS

By email:

- David Bolduc, President, Green Marine: david.bolduc@green-marine.org

On LinkedIn:

- Job post: <https://www.linkedin.com/jobs/view/3761082714>