



Job Posting

Position Title: Finance Manager

Reports to: Executive Director

Location: Remote, Canada-wide; Occasional travel may be required

Hours: 37.5 / week

Salary Range: \$62,000 - \$80,000, commensurate with experience

Start Date: End of August

About Invasives Canada

Invasives Canada is a registered Canadian charity and the national voice on invasive species, leading collaboration, innovation, and action across the country to protect lands, waters, and communities. Through a growing network of Chapters, Indigenous partners, government agencies, and industry leaders, we champion culturally respectful, science-based, and community-powered approaches to prevention and management of invasive species.

Position Overview

The Finance Manager plays a critical role in ensuring the sound financial management and sustainability of Invasives Canada. This position oversees all aspects of financial operations, including budgeting, payroll, receivables, payables, charity reporting, financial compliance, and human resource-related financial functions. Working closely with the Executive Director and Finance & HR Committee, the Finance Manager ensures accurate, timely, and transparent financial reporting, while also contributing to improvements in systems, forecasting, and internal controls.

This position is ideal for someone who is organized, collaborative, and ready to grow into financial leadership in a national nonprofit environment.

Key Responsibilities:

The Finance Manager will be responsible for the following, with support from the Executive Director, existing systems, and external service providers (e.g. auditors, payroll, etc.). Not all skills are expected on day one — training and onboarding will be provided.

Financial Management & Reporting

- Track and report on national and Chapter budgets (currently totaling \$1M+ annually) including expenses, reallocations, fund reporting, receivables, and payables.
- Prepare and present monthly and quarterly financial reports for the Executive Director, Managers, Steering Committees, and the Board's Finance & HR Committee.

- Develop and maintain financial dashboards, templates, and tools for internal reporting and forecasting.
- Work with the ED to track restricted versus unrestricted funds and ensure appropriate documentation of fund reallocations.
- Lead and support the annual financial audit for Invasives Canada (calendar year-end: December 31), working closely with external auditors to ensure timely, accurate completion.
- Ensure all financial reporting deadlines are met for federal contribution agreements (fiscal year-end: March 31), and support government-led financial audits as required.
- Establish and maintain a rolling cash flow forecast process to ensure timely follow-up on advances, claim deadlines, and funding cycles.
- Help maintain an up-to-date salary budget forecast to ensure accurate tracking of staffing costs throughout the year.
- Ensure timely and accurate completion of all statutory filings, including CRA charity reporting and public disclosures.

Grants & Contribution Agreements

- Manage financial aspects of grants and contribution agreements, including budgeting, cash flow planning, and reconciliation.
- Prepare interim and final financial reports for funders, ensuring alignment with contribution agreements and spending restrictions.

Payroll, Benefits, and HR Financial Functions

- Administer payroll and statutory deductions; manage employee records related to salary, ROEs, T4s, and benefits.
- Ensure compliance with labour standards, Workers' Compensation reporting, and relevant provincial/territorial legislation.

Systems, Compliance, and Internal Controls

- Oversee financial tracking systems and accounting software, ensuring consistent use and accurate data entry across all teams.
- Work with ED and Managers to develop, implement, and maintain financial policies and internal controls.
- Support compliance with CRA, funder, and legislative requirements.
- Identify and mitigate financial risks through forecasting and scenario planning.

Support and Collaboration

- Provide financial support and advice to the Board of Directors, Invasives Canada Managers, Operating Chapter Supervisors, and Steering Committees.
- Train staff and Chapter teams in financial processes and procedures to ensure consistency and accuracy across the organization.

- Participate in the Finance & HR Committee, supporting policy development and financial governance.

Knowledge & Skills:

- Post-secondary education in accounting, finance, business administration, or a related field.
- Minimum 3–5 years of experience in financial operations or nonprofit finance; experience in payroll, budgeting, and funder reporting required.
- Proficiency in accounting software (e.g., Sage 50 & AutoEntry, and Knit Payroll).
- Strong organizational, analytical, and time management skills, with the ability to prioritize and multitask effectively.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- A positive and energetic attitude.
- Experience working in a nonprofit or charitable environment is an asset.
- CPA designation not required, but an asset.

Benefits

- Access to health benefits within three months of start date
- An opportunity to expand skills in natural resources sector with a nationally recognized, fast growing, non-profit charity.
- Flexible work hours and ability to work from home.
- Career development training

Additional Information

Open until the position is filled.

Please submit your application by email in the form of a single PDF document including a resume and **cover letter** with the title of 'Finance Manager' in the subject line of the email to:

jobs@canadainvasives.ca

We thank all applicants for their interest in working with the Canadian Council on Invasive Species operating as Invasives Canada; only those who are short-listed will be contacted.

The Canadian Council on Invasive Species and its Chapters are committed to equality, diversity, and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, disability, and age. We encourage those who self-identify as Indigenous, BIPOC, and LGBTQIA+ to apply.

We respectfully acknowledge that the Invasives Canada operates on the traditional lands of Indigenous Peoples, including the First Nations, Métis, and Inuit Peoples, whose presence and stewardship of this land predates the arrival of settlers.

We recognize and honour the diverse histories, languages, cultures, and spiritual beliefs of Indigenous Peoples, and the ongoing impact of colonization, residential schools, and systemic oppression on their lives and communities.

We commit to learning from and working collaboratively with Indigenous Peoples to protect and restore the health of the land, waters, and ecosystems that sustain us all. We also acknowledge

that invasive species are a threat to the ecological balance and biodiversity of this land, and that their management requires a holistic approach that respects the traditional knowledge and practices of Indigenous Peoples.