



ECONOMIC DEVELOPMENT REGINA INC.

MANAGER, FINANCE & ADMINISTRATION

THE EMPLOYER

ECONOMIC DEVELOPMENT REGINA INC. (EDR) is the lead agency for economic development and growth for the Greater Regina Area. We are passionate about creating an even more vibrant and inclusive community – with audacious entrepreneurs, large-scale businesses, fearless changemakers and everything in between. We attract major investment and top-level talent to our community and build cutting edge opportunities and partnerships that advance our city and enhance the lives of citizens.

Predicted to lead the nation in economic growth, Regina is taking its place as the heartbeat of the new Prairie economy. If you want to help build that bright future, we want you on our team. EDR offers the opportunity to make a positive impact on our community and be an integral part of Regina's homegrown success.

Learn more about Regina's [competitive positioning](#).
Learn more about Regina's [Agriculture and Innovation Strategy](#).

THE POSITION

Reporting to the President & CEO, the Manager, Finance & Administration provides confidential and critical organization of key corporate functions within EDR. This position will be responsible for leading the areas of finance and accounting, office management, and other corporate initiatives. They have knowledge and strong understanding of the characteristics of effective financial management for non-profit organizations.

Key Accountabilities

- Lead and execute all finance and accounting functions for a non-profit corporation, including:
 - Financial reporting, receivables, payables, adjusting journal entries, banking and investments, capital asset tracking, government compliance, etc.
 - Administer payroll and employee benefits plan.
 - Reconcile company credit card statements.
 - Lead overall budget and forecast development for the organization working closely with senior management.
 - Work closely with the Director, Investment & Growth on grant applications and claims, revenue monitoring, etc.
 - Manage annual external audit process including preparation of relevant reports and financial statements.
 - Manage and meet EDR's obligations on funding contracts and agreements.
 - Prepare financial reports for the Board of Directors and the Finance & Audit committee on a quarterly basis, and for City Council as required.
- Lead and execute office management functions, including:
 - Oversee all aspects of the office including lease, insurance, records retention, etc.
 - Act as the primary point person for telephone and IT maintenance and service needs.
 - Manage office supplies and equipment needs, ensuring appropriate supplies on hand.

- Maintain effective records management system
- Assist with the preparation of legal contracts and agreements, as required
- Support project management activities within the organization

This is what we're looking for:

- Strong attention to detail
- Demonstrates proactivity
- Professionalism in dealing with a variety of stakeholders
- Collaborative, personable, and approachable

This is the experience you bring:

- A bachelor's degree in accounting, with 3-5 years of relevant work experience (CPA designation an asset)
- Experience in completing full-cycle accounting procedures, preferably for a non-profit organization
- Sage50 experience highly preferred

Salary range: \$85,000 - \$95,000, dependent on level of experience and other factors

WHAT WE PROVIDE

EDR offers competitive pay and benefits, a flexible work environment and a positive, collaborative culture.

Looking for perks? We've got those!

- Flex-friendly work environment
- Innovative, collaborative, community-driven workspace at Path Cowork that includes member discounts at local businesses, restaurants and bars
- Free coffee and local beer on tap
- Comprehensive benefits package with a health spending account and physical activity program (Yeah, we pay you to be active!)
- Two personal days per year, in addition to vacation time
- Employer paid group RRSP
- Contribution to cell phone bill
- Downtown parking subsidy
- Annual training and education fund
- EDR Culture Club, that plans team building and employee engagement activities. We work hard, but we play hard too!

ECONOMIC
DEVELOPMENT

REGINA

We are Regina – the place where you can grow your world. Ready to grow your career? Apply now! Send your resume and cover letter by January 23, 2023 to ahouk@economicdevelopmentregina.com

EDR is a not-for-profit independent corporation, governed by a volunteer board of directors with the City of Regina as its sole shareholder. For more information on Economic Development Regina Inc. please visit: <https://economicdevelopmentregina.com/about/>