SERDC

Job Posting
Finance Manager

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **September 25th, 2026.**

How to Apply: Apply on our website and specify the position of interest https://serdc.mb.ca/careers.

Job Title	**Finance Manager**
Reports To	Chief Financial Officer
Division	Finance and Grants Research

Job Purpose

The Finance Manager is responsible for the effective management of day-to-day accounting operations and for ensuring the accuracy, completeness and timeliness of the organization's financial records.

Reporting to the Chief Financial Officer, the Finance Manager leads the month-end accounting process and provides direct supervision, technical guidance and performance oversight to the Finance Clerks. The position is responsible for maintaining strong financial processes and internal controls, resolving accounting issues, developing and improving financial procedures, and ensuring transactions are processed accurately and within established timelines.

The Finance Manager serves as the operational link between transactional accounting and the organization's higher-level financial analysis, budgeting, forecasting and strategic financial management. The position is expected to provide support and guidance on Finance procedures, and to identify issues and trends proactively, determine appropriate corrective action and escalate material matters to the Chief Financial Officer with clear analysis and recommended solutions.

Duties and Responsibilities

1. Month-End Close and Financial Accounting
    - Lead, coordinate and manage the monthly financial close process.
    - Establish and maintain a formal month-end close calendar, assign responsibilities and ensure all required activities are completed on schedule.
    - Ensure financial transactions, adjustments, accruals, prepaid allocations and other accounting entries are complete, accurate and recorded in the appropriate accounting period.
    - Review account reconciliations and supporting schedules prepared by Finance Clerks.
    - Review prepaid expenses, accruals, accounts payable, accounts receivable, capital assets, inventory and other assigned balance sheet accounts.
    - Monitor the general ledger for unusual balances, coding errors, duplicate transactions, omissions and other accounting anomalies.
    - Investigate variances, unresolved reconciling items and accounting discrepancies and ensure corrective entries are completed promptly.
    - Ensure recurring accounting problems are addressed through process improvement, clearer procedures, staff training or enhanced controls.
    - Prepare or review routine and non-routine journal entries within delegated authority.

- Ensure supporting documentation for month-end close is complete, organized and available for management review and audit purposes.
- Support year-end close activities, financial statement preparation and external audit requirements.

2. Accounts Payable Oversight

- Provide overall operational oversight of the accounts payable function.
- Ensure invoices are appropriately authorized, coded, supported and processed within established timelines.
- Ensure purchase order, approval and payment processes are followed consistently.
- Review payment runs and supporting documentation in accordance with delegated authority and segregation-of-duties requirements.
- Oversee vendor reconciliations and ensure outstanding discrepancies, credits and duplicate invoices are resolved.
- Monitor aged payables, vendor balances and accounts payable control accounts.
- Establish and maintain appropriate controls over vendor setup and changes to vendor information, including banking information.
- Oversee vendor relationships and support the resolution of significant payment, service or account issues.
- Support vendor discussions and negotiations where appropriate and escalate material contractual matters to the Chief Financial Officer.
- Develop, document and maintain accounts payable procedures and internal controls.
- Identify opportunities to improve AP efficiency, accuracy, service levels and automation.

3. Accounts Receivable Oversight

- Provide operational oversight of accounts receivable processing and reconciliation.
- Ensure amounts owing to the organization are recorded accurately, completely and on a timely basis.
- Oversee preparation and issuance of invoices and other receivable documentation.
- Monitor outstanding receivables and aging reports.
- Establish and maintain procedures for follow-up and collection of outstanding accounts.
- Ensure cash receipts are appropriately recorded, deposited and applied to customer or funding accounts.
- Review accounts receivable reconciliations and ensure discrepancies are investigated and resolved.
- Monitor overdue, disputed or unusual receivables and escalate significant collection issues to the Chief Financial Officer.
- Maintain strong internal controls over billing, receipting, cash application and write-offs.
- Ensure AR activities are organized so routine transactional work is handled within the accounting operations team rather than by Financial Analysts.

4. Internal Controls, Policies and Procedures
   - Develop, document, implement and maintain accounting procedures under the direction and approval of the Chief Financial Officer.
   - Ensure approved financial policies, procedures and internal controls are consistently followed.
   - Identify control weaknesses, process gaps, inefficiencies and compliance risks within accounting operations.
   - Recommend and implement practical improvements to strengthen accuracy, accountability and efficiency.
   - Maintain appropriate segregation of duties across accounts payable, accounts receivable, banking, reconciliations and financial recordkeeping.
   - Review workflows to ensure adequate authorization, supporting documentation and audit trails.
   - Support updates to finance policies and procedures arising from audit findings, operational changes or system improvements.
   - Provide guidance to Finance staff and organizational departments regarding accounting procedures and documentation requirements.
   - Support financial system improvements, workflow automation and related process changes.

5. Staff Leadership and Supervision
   - Directly supervise, coach and support Finance Clerks.
   - Establish clear work priorities, deadlines, service expectations and performance standards.
   - Assign work and monitor completion of recurring accounting responsibilities.
   - Review staff work for accuracy, completeness, appropriate support and compliance with established procedures. Provide timely coaching.
   - Provide technical accounting guidance and resolve routine questions and processing issues.
   - Identify performance, training and development needs of staff to the Chief Financial Officer.
   - Promote cross-training and ensure adequate backup coverage for critical accounting processes.
   - Develop team procedures so key accounting knowledge is documented and not concentrated with a single employee.
   - Promote accountability, respectful communication and continuous improvement within the Finance team.
   - Escalate significant staffing, performance or resourcing issues to the Chief Financial Officer.

6. Reconciliations and General Ledger Oversight
   - Ensure assigned bank, vendor, receivable, credit card, balance sheet and other reconciliations are completed accurately and on time.
   - Review reconciliation quality and ensure reconciling items are appropriately supported and cleared promptly.

- Monitor general ledger account integrity and investigate unusual or unexpected balances.
- Ensure corrections and reclassifications are supported and recorded in the appropriate period.
- Maintain oversight of key control accounts and supporting continuity schedules.
- Ensure financial records remain organized, current and audit-ready.

7. Central Charges, Prepaids, Accruals and Other Balance Sheet Accounts

- Provide Central Charges, Accruals and Prepaid expenses to the Chief Financial Officer for review and approval.
- Oversee maintenance of prepaid expense schedules and ensure monthly allocations are accurate.
- Review accrual calculations and ensure significant obligations are recorded in the appropriate accounting period.
- Ensure supporting schedules reconcile to the general ledger.
- Review aging and continuity of balances and challenge stale, unsupported or unusual amounts.
- Ensure clearing of balances is supported by appropriate documentation and accounting rationale.
- Provide guidance to Finance Clerks regarding treatment of recurring accruals, prepaids and other balance sheet items.

8. Capital Assets and Inventory

- Oversee the maintenance and accuracy of capital asset records and supporting schedules.
- Ensure additions, disposals and transfers are properly documented and recorded.
- Review capital asset reconciliations to the general ledger.
- Support periodic verification of capital assets and investigation of discrepancies.
- Ensure year-end capital asset continuity schedules are complete and audit-ready.
- Oversee inventory tracking and periodic reconciliation processes.
- Ensure inventory differences are investigated and appropriately resolved.
- Support development and maintenance of controls over capital asset and inventory recordkeeping.

9. Fleet Financial Administration

- Provide oversight of financial and administrative tracking related to the organization's vehicle fleet.
- Ensure vehicle records, operating cost information and supporting documentation are maintained accurately.
- Review fleet-related schedules and reconciliations prepared by Finance Clerks.

- Monitor significant or unusual fleet costs and identify issues requiring management attention.
- Support reporting on fleet costs, utilization and financial trends where required.
- Escalate significant procurement, replacement, contractual or strategic fleet matters to the Chief Financial Officer.

10. Year-End, Audit and Compliance Support

- Coordinate accounting-side preparation for year-end close and external audit.
- Ensure required reconciliations, continuity schedules and supporting documentation are completed on time.
- Review audit support prepared by Finance Clerks before submission.
- Coordinate responses to routine audit information requests and follow up on outstanding items.
- Identify accounting issues raised during audit and support implementation of corrective action.
- Maintain organized documentation and clear audit trails across accounting processes.
- Support compliance with funding, regulatory and organizational reporting requirements as assigned.

11. Process Improvement and Financial Systems

- Regularly assess accounting processes for opportunities to improve efficiency, accuracy and service.
- Identify repetitive manual processes that may be suitable for standardization or automation.
- Maintain financial system master data related to Structure, Chart of Accounts, Accounts Payable and Accounts Receivable.
- Prepare and recommend master data changes for Chief Financial Officer approval.
- Participate in financial system upgrades, workflow improvements and implementation of new tools.
- Support testing, documentation and staff training associated with system changes.
- Ensure system and process changes preserve appropriate internal controls and segregation of duties.
- Monitor implementation of revised procedures to ensure they are working as intended.

12. Issue Resolution and Escalation

- Actively identify financial, accounting and process issues rather than relying on the Chief Financial Officer to detect routine problems.
- Investigate issues, determine root causes and coordinate corrective action within the Finance team.
- Follow up until identified issues are fully resolved and documented.

- Escalate significant financial risks, control failures, unresolved disputes or material accounting matters to the Chief Financial Officer.
- When escalating issues, provide the Chief Financial Officer with relevant facts, analysis, financial impact and recommended next steps.
- Track recurring issues and implement procedural or control improvements to reduce recurrence.

Qualifications/Skills

Education and Experience

- Post-secondary education in accounting, finance, business administration or a related discipline.
- A Chartered Professional Accountant (CPA) designation, completion of a recognized accounting program, or progress toward a professional accounting designation would be considered an asset and may be preferred depending on the final scope and compensation level.

Knowledge, Skills and Experience

- 5 years of progressively responsible accounting experience, including direct responsibility for month-end close and general ledger processes.
- Demonstrated experience with accounts payable, accounts receivable, reconciliations, accruals, prepaid expenses, capital assets and other balance sheet accounts.
- Previous supervisory, team-lead or staff-coordination experience.
- Experience developing, documenting or improving accounting procedures and internal controls.
- Experience supporting year-end financial reporting and external audit.
- Experience with accounting systems, ERP systems and financial reporting tools.
- Experience in a nonprofit, Indigenous organization, government-funded, public-sector or similarly accountable environment would be considered an asset.
- Strong knowledge of accounting principles and the accounting cycle.
- Strong understanding of month-end close processes and general ledger integrity.
- Strong knowledge of accounts payable and accounts receivable controls.
- Ability to review reconciliations, identify discrepancies and determine appropriate corrective action.
- Sound understanding of accrual accounting, prepaid expenses, capital assets and balance sheet management.
- Strong internal control awareness and understanding of segregation of duties.
- Ability to develop clear, practical and sustainable financial procedures.
- Strong analytical and problem-solving skills. Proactive problem-solving mindset with ability to work independently and collaboratively
- Strong organizational skills and the ability to manage multiple recurring deadlines.

- Ability to supervise, coach and develop accounting staff.
- Strong Excel and financial-system skills.
- Clear and excellent written and verbal communication skills.
- Ability to communicate accounting requirements to non-financial staff in a practical and respectful manner.
- Sound judgment, discretion and ability to maintain confidentiality.
- Demonstrated initiative and ability to identify issues proactively and follow them through to resolution.
- Commitment to accuracy, accountability, continuous improvement and high-quality financial service.
- Experience and knowledge of accounts payable A/P, accounts receivable A/R.
- Capable and excellent understanding and application of Microsoft Office programs.
- Knowledge of artificial intelligence tools and their application.
- Comfortable working with cloud-based financial tools and generating reports from databases.
- Cultural sensitivity and respect for Indigenous governance and community values.
- Knowledge of SERDC and its member First Nations, the organization and its programs.
- Ethical judgment and discretion when handling confidential information.
- Ability to obtain and maintain a clear criminal record check with vulnerable sector search, child and adult abuse registry check.
- Class 5 Driver's Licence with reliable insured vehicle

DESIRED:

- Ability to speak an Indigenous Language
- Familiarity with Indigenous communities or organizations is an asset

Working Conditions

- Travel may be required to liaise with employees in other office locations and to attend meetings.
- The role may involve a moderate level of stress while fulfilling the responsibilities associated with the position.
- Must have valid Manitoba Driver's License.
- Generally, work in an office environment – fast paced and busy at times.
- Additional hours beyond the standard regular hours of work may be required.

Physical Requirements

- Overall, Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds at times, and or up to 10 pounds some of the time.
- Computer Equipment and Software: Computer, fax/copier machine, calculator, telephone, and scanner.
- Manual dexterity required to use desktop computer and peripherals.