



JOB POSTING: FINANCE MANAGER

The Eastern Synod is one of five regional bodies of the Evangelical Lutheran Church in Canada, consisting of approximately 173 member congregations and 50,000 baptized members. The territory of the Eastern Synod includes Ontario, Quebec, New Brunswick and Nova Scotia.

As the Finance Manager reporting to the Bishop, you will be responsible for the finance functions of the Eastern Synod office. This position works closely with the Treasurer (executive officer).

Responsibilities include but are not limited to:

- Overall financial management, planning, accounting, payroll systems, risk management and controls for the organization
- Preparation and analysis of monthly and annual financial reports
- Timely regulatory remittances and reporting, including the charities return, payroll and HST
- Developing for approval, implementing and ensuring compliance with finance and other policies as approved by the Eastern Synod Council
- Responding to inquiries from Eastern Synod congregational leaders
- Participating in relevant synod meetings and committees such as Synod Council and Finance Committee

Role Requirements:

- Bachelor's degree in Finance, Accounting, or related field; Master's degree or professional certification (e.g., CPA, CFA) considered an asset
- Demonstrated expertise in budgeting, cost management, and account reconciliation
- Demonstrated understanding and experience in the non-profit sector, ideally with a registered charity
- Willingness to understand church culture as and be supportive of the Eastern Synod's mission as they pertain to the managing Finance portfolio
- Strong analytical skills with the ability to interpret financial data and provide actionable insights.
- Exceptional communication skills, both verbal and written, with the ability to present financial information clearly to stakeholders at all levels.
- Ability to manage multiple priorities and meet tight timelines with minimal supervision
- Excellent computer skills, specifically with Excel, Word, PowerPoint and accounting software

This is a full time, 35 hour per week position in a small office environment with a focus on work/life balance. We are dedicated to fostering an inclusive environment where individuals of all backgrounds feel valued and respected and encourage applications from a diverse range of suitably qualified candidates. Compensation is commensurate with skills and experience and includes a generous benefit package.

Please send a current resume to:

Sara Whynot
Vice Chair, Eastern Synod of the ELCIC
swhynot@elcic.ca