

<b>Position Title:</b>	Manager, Finance and Administration
<b>Location:</b>	Halifax, NS
<b>Type:</b>	Full-time
<b>Reports to:</b>	Executive Director
<b>Salary</b>	\$73 – 80,000 annually, plus a comprehensive benefits package
<b>Start date:</b>	As soon as possible
<b>Working conditions:</b>	ARAISA managers work in a hybrid environment which includes a minimum of 3 days per week in the ARAISA office. Travel within the Atlantic Region may be occasionally required.

## THE OPPORTUNITY

The [Atlantic Region Association of Immigrant Serving Agencies \(ARAISA\)](#) is looking for a Finance and Administration Manager to join its growing team. Reporting to the Executive Director, this is a key leadership role with a primary focus on financial operations, complemented by HR and administrative responsibilities. The Manager is responsible for ensuring the financial health of ARAISA by developing and managing financial and budgetary processes for the organization in consultation with the Executive Director. They advise staff on finance-related procedures and execute accounting, payroll, and otherwise relevant tasks to support the organization's financial operations. The Manager also oversees administrative systems and processes, and ensures the fair and equitable administration of all employment policies, procedures and initiatives.

## ABOUT THE ORGANIZATION

ARAISA is a non-profit umbrella association which serves as a collective voice and forum for its more than 40 member organizations who are committed to the settlement and integration of immigrants and refugees in the Atlantic Region. ARAISA works to increase the effectiveness of its members through its initiatives to support the sector and its contributions to regional and national forums. ARAISA provides professional development and networking opportunities, facilitates information and resource exchange, hosts sector-specific working groups, convenes meetings with key stakeholders, and represents its members through national bodies, with the goal of having a positive impact on settlement and integration policies and practices.

## WHY ARAISA

- **Collaborative Culture:** ARAISA is not just an organization; it's a community of passionate individuals committed to transforming lives. Join a collaborative and supportive work environment where your ideas are valued, and teamwork thrives.
- **Inclusive Work Environment:** ARAISA is committed to equity, diversity and inclusion. Your unique background and perspectives are not only welcome but celebrated. Join a workplace that recognizes and values the richness of diverse experiences.
- **Professional Development:** ARAISA believes in nurturing talent. As a team member, you'll have access to professional development opportunities, ensuring your skills stay sharp and you continue to grow in your career.

- **Impactful Initiatives:** ARAISA is at the forefront of initiatives that make a real difference in the immigrant settlement sector. Be part of projects that contribute to positive changes.
- **Comprehensive Benefits:** Enjoy a competitive benefits package and health plan that prioritizes your well-being.
- **Financial Security:** Benefit from employer-matched RRSP contributions (up to 5% of salary) after one year, ensuring a secure financial future.
- **Time for You:** Take advantage of 3 weeks of vacation, plus an additional 16 days of paid holidays/time off annually.
- **Wellness Support:** Experience a flexible and accommodating work environment that promotes wellness and fosters a healthy work-life balance

## MAJOR RESPONSIBILITIES

### Financial Management (70%)

- Lead the development and allocation of overall organization and program/project budgets and forecasts, in consultation with the Executive Director and Program Managers.
- Prepare, interpret, and present internal monthly statements and reports as a core management tool and monitor expenses against budget lines for all revenue streams, including variance analysis. Work with the leadership team to investigate and resolve anomalies.
- Perform month-end tasks, bank reconciliations, and program-level reporting to support decision-making and funder compliance.
- Analyze all funding contracts/contribution agreements to ensure complete and accurate implementation of the terms of funding, the appropriate tracking of all eligible expenses, and the accurate and timely preparation of external project and financial reports for funders and the Board.
- Develop, implement, review, and update financial policies, systems, and processes to ensure appropriate internal controls and risk management, compliance, and identification of areas for ongoing improvement.
- Manage accounts receivable and accounts payable activities for the organization, including processing invoices and payments, performing reconciliations, and maintaining accurate financial records.
- Manage payroll administration including processing payroll, maintaining employee payroll records, ensuring compliance with federal and provincial legislation, and preparing payroll reports.
- Provide input on financial aspects of contract development, review, and management.
- Lead the preparation of financial records, documentation, and related materials for the year-end audit and financial monitors.
- Prepare and file government tax rebates and annual returns.
- Serve as the primary contact on financial matters for external partners such as government funding departments, Canada Revenue Agency, financial institutions, landlords, insurance companies, and other third-party service providers.
- Manage and maintain hardcopy and electronic files related to financial operations.

### **Operations Management (20%)**

- Oversee efficient and streamlined office administration procedures including the flow of internal information, secure storage of files and records, and upkeep of administrative systems such as SharePoint and the organization's CRM.
- Ensure all staff are aware of operational procedures including any changes or updates.
- Ensure administrative systems training and support are available for all staff.
- Manage the resolution of IT issues and ensure organizational technology needs are met, including cybersecurity and information security management.
- Ensure other operations responsibilities are carried out, including inventory management of supplies and equipment, various database management, effective liaison with building management and security, coordination of leasehold improvements and repairs, staff and board meeting support, and travel arrangements.

### **Human Resources Management (10%)**

- Oversee HR activities for the organization, ensuring all employment policies, practices and programs are implemented and followed.
- Ensure HR policies and procedures are kept up to date and communicate any changes and updates to staff.
- Support the Executive Director in the hiring process, upholding fair and equitable hiring practices in all recruitment activities.
- Ensure thorough onboarding and orientation of new employees.
- Coordinate and ensure the implementation of performance management processes and employee engagement initiatives.
- Manage offboarding processes, including exit interviews and equipment return.
- Ensure other HR responsibilities are met, including employee benefits administration, payroll provider updates, employee time-keeping, staff training, and maintenance of organizational charts and employee database.

### **Supervisory Responsibilities:**

- The Manager is responsible for training, managing, evaluating, and providing guidance to staff handling financial and administrative responsibilities, and has overall responsibility to ensure these responsibilities are met which may involve performing hands-on duties when needed.

### **The Manager is also responsible for:**

- Providing support to ARAISA's broader programs and operations as required
- Representing ARAISA at events or on regional and national committees, where requested
- Other duties or projects as assigned by the Executive Director

### **EXPERIENCE/QUALIFICATIONS**

- Post-secondary degree(s) in Business Administration/Management or Accounting, or a related field required

- Professional accounting designation (e.g. CPA) an asset
- A minimum of 3-5 years experience in a similar management role including finance, accounting, office management, and human resources experience
- Experience in bookkeeping, payroll, and budget-related tasks
- Strong financial management experience and knowledge of Canadian accounting standards for not-for-profit organizations (ASNPO)
- Experience working with multi-year budgets and funder relations is an asset
- Excellent skills in Excel and advanced computer proficiency in Word, Outlook, MS Teams, and Sharepoint
- Proficiency with accounting and payroll software (e.g., Sage)
- Experience administering HR policies and procedures
- Knowledge of HR best practices and employment legislation
- High degree of accuracy and attention to detail
- Strong logical, organizational, and analytical skills
- Commitment to upholding confidentiality and integrity
- Demonstrated understanding of the principles of equity, diversity, and inclusion (EDI) and anti-racism/anti-oppression (ARAO)
- Familiarity and/or experience with the settlement and integration sector is an asset
- Exceptional written and oral communication skills in English required; **French** is an asset
- Must be legally able to work in Canada

#### APPLICATION INSTRUCTIONS

**Please apply online through the Indeed application process by submitting your cover letter and resume in English, merged into one (1) document.** Please ensure that you demonstrate in your cover letter how you meet the above qualifications.

We appreciate the time and effort of all applicants in expressing their interest in the position. Please note that only those selected for an interview will be contacted.

#### DEADLINE TO APPLY

**July 15, 2025, at 5:00 pm ADT**

*ARISA is committed to the principles of equity, diversity, and inclusion. We recognize that our strength lies in our diversity. We encourage applications from all qualified individuals who represent the full diversity of communities in Canada, including the intersectionality of gender identity and expression, race, ethnicity, religious belief, national origin, age, sexual orientation, education, ability, language, and socio-economic status.*