



Seeking a Part-Time Permanent Finance Manager

Start Date: Late February to March 2025

Hours: Permanent, Part-Time (1-2 days/week)

Location: Remote/Hybrid (Ottawa-based)

Compensation: Competitive and commensurate with experience

About Us:

Farm Management Canada is a national organization dedicated to supporting Canadian farmers with the resources, tools, and knowledge they need to make sound business decisions. With a focus on innovative and sustainable practices, we aim to ensure the continued success of the agricultural sector.

We are seeking a **Part-Time Finance Manager** to oversee and manage the day-to-day financial operations of our organization, working closely with the Executive Director. This is an excellent opportunity for a professional with strong financial expertise who is passionate about agriculture, business development, and working in the non-profit sector.

Key Responsibilities:

- Oversee the organization's financial activities, including managing accounts payable and receivable processes, payroll, bank reconciliations, and HST filing.
- Manage the benefits program and investment portfolio.
- Manage fixed assets and petty cash.
- Prepare accurate and timely quarterly financial statements and reports for the Board of Directors.
- Monitor cash flow and provide financial advice to ensure organizational sustainability.
- Coordinate with external auditors during financial audits.
- Ensure compliance with federal and provincial regulations and funding requirements, including the preparation of financial claims.
- Work closely with the Executive Director to align financial planning with strategic goals

Qualifications:

- Degree or diploma in Accounting, Finance, or a related field (CPA designation is an asset).
- Minimum of 5 years of experience in financial management, preferably in a non-profit organization.
- Experience working with a Board of Directors and reporting to the Board.
- Proficiency with accounting software (QuickBooks) and Microsoft Office Suite.

- Strong analytical, organizational, and communication skills.
- Proactive and self-motivated with the ability to work independently and manage multiple priorities effectively.

What We Offer:

- Flexible work schedule and the ability to work remotely the majority of the time.
- A collaborative and supportive team environment.
- The chance to make a meaningful impact in the Canadian agricultural sector.

How to Apply:

Please submit your resume and a cover letter to admin@FMC-GAC.com.

Applications will be reviewed on a rolling basis, so early applications are encouraged.

Farm Management Canada is committed to diversity and inclusion and encourages candidates of all backgrounds to apply.

Join us in empowering Canadian farmers to succeed—today and tomorrow!