



UNIVERSITY OF MANITOBA STUDENTS' UNION  
**FINANCE MANAGER**

University of Manitoba Students' Union (UMSU) is a non-profit organization which advocates on behalf of its memberships' best interests to internal and external stakeholders. Our primary objectives are to serve students and strive to enhance student life and the quality of education through consultation, representation and advocacy.

### **Position Summary**

As part of the management team, the Finance Manager will have the challenging and exciting opportunity to oversee all financial matters of the organization. Reporting to the General Manager (GM), the Finance Manager works closely with the management team, staff, Executive team, and students to assure the long-term financial stability of the University of Manitoba Students' Union (UMSU). In addition, the finance manager is responsible for the overall direction, coordination and evaluation of the finance department. This role is critical in supporting the organization's development and delivery of services as part of UMSU's vision and mission statements.

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### **Skills and Qualifications**

- Plans, organizes, directs and coordinates the full range of activities related to the General Ledger, budgets, A/R, A/P, cash management, payroll and financial reporting requirements;
- Maintain a liaison with Student Faculty Association Treasurers as well as provide training;
- Ensure that financial data is accurately collected and reported to the GM, Managers, and the Executive team on a monthly basis;
- Assists management, GM and Executives with the preparation of annual budgets;
- Oversees operations of the finance department, set goals and objectives by designing a framework that contributes to the on-going success of the dept.;
- Conduct reviews and evaluations for cost-reduction opportunities;
- Provides essential financial guidance and training to departmental managers;
- Provide external auditors with accurate up to date financial records for audit purposes;

### **Education and Experience**

- Post-secondary education in Finance (CPA, CGA, Commerce or related field of study);
- Experience with Adagio, AccPac, considered an asset;
- Minimum of two (2) years of direct supervision;
- Equivalent combination of experience and education may be considered;

UMSU promotes Employment Equity and is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we encourage candidates to voluntarily self-identify on their application if they are members of the underrepresented group (woman, Indigenous person, a person with a disability or a visible minority).

We offer competitive benefits package and pension plan. We wish to thank all applicants in advance for their interest; however, only those applicants considered will be contacted for an interview. Please provide a cover letter, resume, and three (3) professional references and identify how you meet the desired qualifications listed by **August 10, 2020** to:

The Human Resource Department, 101 UMSU University Centre, Winnipeg, Manitoba, R3T 2N2, or email to: [hr@umsu.ca](mailto:hr@umsu.ca)