

**Position Title:** Finance Manager

**Reports To:** Executive Director

**Employment Type:** Full-Time (On-site, 5 days/week)

**Location:** Japanese Canadian Cultural Centre (JCCC), North York, Ontario (Don Mills & Eglinton)

**Salary Range:** \$75,000 - \$85,000

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### **Position Overview**

The Finance Manager is responsible for the full cycle of financial operations and reporting for both the Japanese Canadian Cultural Centre (JCCC) and the JCCC Foundation (JCCCF). This hands-on role oversees the daily activities of the bookkeeper, ensures compliance with relevant standards and policies, and works closely with the Finance Committees of both organizations. The Manager plays a key role in planning, budgeting, and financial analysis, while supporting operational integrity and long-term fiscal health.

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### **Key Responsibilities**

#### **Financial Operations**

- Oversee all day-to-day financial operations, including accounts payable, accounts receivable, bank reconciliations, cash handling, wire payments, fixed assets, donation and program revenues, and expense tracking.
- Record monthly journal entries for JCCC (e.g., payroll, amortization, accruals, commercial leases) and for JCCCF (e.g., investment activity, intercompany transfers).
- Prepare and analyze monthly and annual consolidated financial statements and reports for internal and board-level use.
- Develop and monitor annual budgets, including variance analysis and cashflow forecasting.
- Manage payroll and employee benefit administration on a bi-weekly basis.
- Lead the preparation of audit working papers for external financial audits and liaise with auditors, CRA, and other stakeholders.
- Manage the organization's insurance renewal process and coordinate claims handling.

#### **Policy and Compliance**

- Establish, document, and enforce accounting methods, internal controls, and financial policies in line with ASPE for NPOs.
- Ensure adherence to charitable and nonprofit compliance standards.

### **Team Leadership**

- Supervise and support the Accounting Team, including performance management, coaching, hiring, and ongoing development.
- Collaborate cross-departmentally to ensure timely and accurate financial information supports operational goals.
- Contribute to organization-wide process improvements by identifying and implementing accounting system enhancements.

### **Other**

- Participate in Finance Committee meetings and provide timely reports and analysis.
  - Support ad hoc financial projects and reporting requests as assigned.
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### **Qualifications**

**Education:** Bachelor's degree in Accounting, Finance, or a related field.

**Designation:** CPA designation required or in final stages of completion.

#### **Experience:**

- Minimum of 5 years in accounting and financial reporting, including at least 2 years in a supervisory or managerial capacity.
- Prior experience in a nonprofit, charity, or public sector organization is strongly preferred.

#### **Skills:**

- Proficiency in QuickBooks and Microsoft Office (especially Excel).
  - Strong technical accounting knowledge, particularly ASPE for NPOs.
  - Excellent analytical and problem-solving abilities.
  - Exceptional organizational, communication, and leadership skills.
  - Demonstrated ability to manage multiple priorities in a dynamic and evolving environment.
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**Additional Considerations**

This role is based on-site at the JCCC and requires a hands-on, detail-oriented professional who is comfortable balancing strategic oversight with operational execution. A collaborative mindset and cultural sensitivity are essential.

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**Application Details:**

Please send your resume and cover letter to [jerroldm@jccc.on.ca](mailto:jerroldm@jccc.on.ca)

Job posting closes March 6, 2026.

Please reference "Finance Manager-2026"