



Job Title: Finance, Administration, and Corporate Services Manager- Niagara-on-the-Lake
Chamber of Commerce and Tourism Niagara-on-the-Lake

Position Type: Full-Time (40 hours per week)

Location: 26 Queen Street, Niagara-on-the-Lake, Ontario

Reports to: President & CEO

About Us:

The Niagara-on-the-Lake Chamber of Commerce and Tourism Niagara-on-the-Lake are two pivotal organizations dedicated to fostering business success and promoting tourism in the Niagara region. Both organizations are committed to ensuring Niagara-on-the-Lake remains a premier destination for visitors worldwide and a vibrant community for businesses.

Purpose of the Role:

The Finance, Administration, and Corporate Services Manager plays a crucial leadership role, overseeing the integrated financial operations, administrative functions, human resources, and corporate governance for both the Niagara-on-the-Lake Chamber of Commerce and Tourism Niagara-on-the-Lake. This position ensures operational excellence, financial integrity, compliance, and supports strategic planning through effective management and oversight.

Key Responsibilities:

Finance Management:

- Maintain separate, accurate, and detailed financial records for each organization, ensuring precision in financial transactions, sales, invoices, accounts payable, and reconciliations.
- Prepare and present comprehensive monthly financial statements for each entity, providing analysis that aids in strategic decision-making.
- Work closely with the President & CEO on budget preparation, monitoring financial performance against budgets, and adjusting plans as necessary.

- Manage payroll processes, ensuring accuracy in calculations, deductions, and statutory remittances.
- Oversee grants, sponsorships, and event finances, ensuring compliance with agreements and effective financial reporting.
- Coordinate with external auditors for annual audits, promoting financial integrity and regulatory compliance.

Administration & HR Management:

- Enhance office administrative operations, ensuring the smooth running of both organizations' day-to-day activities.
- Lead the human resources function, including recruitment, onboarding, and maintaining compliance with employment laws.
- Ensure HR policies align with organizational goals and legal standards, managing all HR-related inquiries and processes efficiently.

Corporate Services:

- Act as Corporate Secretary, organizing board meetings, maintaining minutes, and ensuring compliance with by-laws for both organizations.
- Organize the Annual General Meetings (AGMs) for each organization in accordance with their respective by-laws, ensuring all legal and procedural requirements are met.
- Support effective board communication and governance, facilitating board engagement with organizational matters

Skills and Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Proven experience in financial management, accounting, administration, preferably in a non-profit or membership-based organization.
- Strong leadership and interpersonal skills.
- Advanced proficiency in financial software (e.g., QuickBooks), Microsoft Excel, and knowledge of payroll systems.
- Comprehensive knowledge of and experience with government and statutory filings, including HST, WSIB, CRA reporting, payroll taxes, Corporate Tax Filing, Non-Profit Organization Reporting Requirements, and the preparation of annual returns.
- Excellent communication skills, adept at presenting complex financial information clearly.

- Experience with HR practices and legislation, managing HR functions.

What We Offer:

- A dynamic working environment in the beautiful Niagara-on-the-Lake.
- A chance to play a significant role in the success of two key local organizations.
- Competitive salary and benefits package.
- Company events
- On-site parking

Application Process: Interested candidates are invited to submit a resume and cover letter, outlining how their skills and experience meet the qualifications of the position, to careers@niagaraonthelake.com

Deadline for Applications: 31 March, 2024