



**LUNG
CANCER
CANADA**

**CANCER
PULMONAIRE
CANADA**

AWARENESS. SUPPORT. EDUCATION.

SENSIBILISER. SOUTENIR. ÉDQUER.

MANAGER, FINANCE & OPERATIONS

Permanent, Full-time

Location Arrangement: Hybrid

1-2 days per week at Lung Cancer Canada (133 Richmond Street West, Toronto, ON)
and Remote.

Lung Cancer Canada – *Who We Are*

Every day in Canada, more than 80 people will be diagnosed with lung cancer. And every 2 hours, someone will lose a loved one to the disease.

Lung Cancer Canada is committed to changing this, bringing hope to the lung cancer community, and helping all Canadians impacted by the disease live longer and better lives.

Are you up to the challenge?

We're looking for a dynamic Finance & Operations professional to join our team and help us as we raise awareness, spread hope, and ensure lung cancer gets the attention it needs.

This is an opportunity to join a team at an exciting point in time – an opportunity to build on your education, experience, grow your skills, and make a difference.

Position Overview

Reporting to the Executive Director, the Manager, Finance & Operations plays an important role in the achievement of Lung Cancer Canada's national efforts to bring hope to all Canadians touched by lung cancer.

As a member of the Senior Leadership Team, the Manager, Finance & Operations will have broad oversight responsibilities for all financial activities within the organization, as well assist with IT and Board Secretary functions. Further, the Manager will work closely with team leaders to optimize general operations, and to continually enhance the financial health of the organization.

Responsibilities

- Oversees all financial operations of the organization, including business planning, budgeting, forecasting, reporting, payroll, audit preparations, and risk management.
- Leads the development of the annual budget, in collaboration with the Senior Leadership Team and members of the Board of Directors.
- Provides on-going monitoring and financial forecasts to ensure a balanced financial result.
- Develops, implements and maintains all administrative policies and procedures for proper internal control.
- Facilitates and oversees annual financial audits.
- Monitors financial performance, comparing results to approved plans, and prepares reports and interprets financial results for management decision-making.
- Works closely with the Executive Director to fulfill the functions of the Corporate Secretary.
- Prepares financial reports and statements for internal and external stakeholders.

- Oversees IT and the day-to-day operational activities, including health and safety and the overall maintenance of the office.
- Leads relevant policy and business practice development to ensure that the day-to-day accounting practices, cash procedures, investment policies, and expenditures and revenues are controlled and maintained within approved limits.
- Maintains accurate records of financial transactions, operational activities and compliance documents.
- Provides support and guidance to team members.
- Other duties as required.

Competencies

- Post-secondary degree in Business Administration, Accounting, Finance or a related field.
- Minimum of two (2) years related experience in a similar role.
- Demonstrated expertise and knowledge of Generally Accepted Accounting Principles and other applicable governmental legislation and regulations.
- Strong understanding of non-profit compliance, accounting standards and regulations.
- Proven experience in financial and operations management, preferably in a non-profit setting.
- Excellent written and verbal communication skills.
- Excellent organizational and project management skills, with the ability to multi-task and work under tight guidelines.
- Proficiency in financial software, database management and Microsoft Office suite.
- Strong attention to detail.
- Strong written and oral communication skills.

Personal Attributes

As a small, but expanding national charity, Lung Cancer Canada is a highly collaborative workplace. Staff are communicative, flexible, and interested in how they can support each other's work and the efforts of a large volunteer network. The success of Lung Cancer Canada depends in part on our public profile and reputation as a credible, patient-focused organization. As such, staff take great care in the organization's patient supports, events and communications.

Employee Values

Lung Cancer Canada and its members work to increase public awareness of lung cancer, to support and advocate for persons living with lung cancer and their loved ones and to provide educational resources to patients, family members, healthcare professionals, and the general public. Lung Cancer Canada employees liaise with persons living with lung cancer, their care partners and loved ones, oncologists, other health professionals, allied organizations and others involved in lung health. While each staff member brings a unique mix of skills and experience to their position, we also commit to reflecting the Lung Cancer Canada mission in how we approach our work. As such, Lung Cancer Canada staff are expected to adhere to the organization's human resources guidelines.

Salary Range

\$70,000 - \$80,000 annually

Should you be interested in this position, please submit your cover letter and resumé to:
careers@lungcancercanada.ca

Lung Cancer Canada is an equal opportunity employer and encourages all qualified applicants to apply. Lung Cancer Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest; however, only those selected for an interview will be contacted.