

Name

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Company Name

Folklorama

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2nd Floor, 183 Kennedy Street

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Canada

[Map It](#)

Job Title

Manager, Finance and Administration

Job Order File

- [2022-Manager-Finance-and-Administration-posting.pdf](#)

Job Description

Folklorama is seeking a Manager, Finance and Administration to join our dynamic operations team, working for an organization committed to preservation, promotion and celebration of culture and diversity.

Reporting to the Executive Director, the Manager, Finance and Administration is responsible for matters related to the financial, administrative, and human resource management of Folklorama, ensuring all legal and regulatory compliance is met and functions are performed in a timely manner. The ideal candidate will be a self-starter with strong initiative, meticulous attention to detail and a demonstrated ability to organize and oversee multiple projects with competing priorities within tight deadlines. Experience in a similar organization or non-profit environment is considered an asset.

What sets you apart?

To be successful in this role, candidates should have excellent English written and verbal communication skills, a high aptitude for customer relations with multiple levels of stakeholders and a demonstrated ability to come up with unique solutions. The Manager, Finance and Administration is a team-player, able to motivate others, effectively managing and mentoring staff. This role requires strong ethics, integrity and accountability.

A full job description is available here: [Manager, Finance and Administration Job Description](#)

Education and Experience

- Post-secondary education in accounting, business administration, or commerce. Completion of, or progress towards completion of a recognized accounting designation is considered an asset.
- Three to five years' progressive experience in financial management, accounting and human resources.
- Experience in full-cycle accounting with current knowledge of not-for-profit accounting principles, standards and regulations established by CRA
- An understanding of human resource management strategies for Not-for-Profit organizations, provincial employment standards and Canada Revenue Agency regulations.
- Proficiency with Quick Books, knowledge of Accpac (Sage 300) and Office suite, particularly expertise in Excel
- Experience working with committees of the Board of Directors, specifically Finance and Audit and supporting development and monitoring of policies, procedures and protocols.
- An excellent understanding of information processing tools including data base and third-party software subscriptions.
- May act for Executive Director in their absence; experience in a similar function is an asset

Evening and weekend work will be required at times, as per the Folklorama event calendar. Upon offer of employment, a current Child Abuse Registry and Criminal Record Check are required.

Why Folklorama?

- Opportunity to work in an environment that values diversity, equity and inclusion
- Competitive salary and comprehensive group health care package
- Hybrid work environment during certain periods of the year
- Employee Wellness Days
- Fun and creative office environment
- Ongoing training, development and mentoring

If you are interested in joining the Folklorama team and have the experience, education, skills and passion to work for one of Winnipeg's premier arts and cultural organizations, please forward a cover letter stating salary expectations, a resume/CV and three references by Thursday, May 12, 2022 at 5:00pm to:

Teresa Cotroneo (she/her)
Executive Director
c/o postings@folklorama.ca

Folklorama is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our mission and mandate, and encourage diverse abilities, cultures, identities, languages and perspectives. Folklorama encourages candidates to speak to this in their application. Applicants should identify if they require accommodation during the competition process on a confidential basis.

Thank you to all applicants for your interest however only those selected for an interview will be contacted.