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## **Manager, Finance and Administration**

(Application deadline: Sep 6,2019)

We are seeking a **Manager, Finance and Administration** to be responsible for all finance, accounting, administration, and facilities operations activities for the Canadian Energy Research Institute (CERI). Based in the Calgary office, the position will report to the President & CEO. The Manager, Finance and Administration will ensure the day-to-day facilities requirements are met and control all financial and banking aspects of the organization. This is a permanent full-time position.

Founded in 1975, the Canadian Energy Research Institute (CERI) is an independent, registered charitable organization specializing in the analysis of energy economics and related environmental issues in the energy production, transportation, and consumption sectors.

Our mission is to provide relevant and objective economic research of energy and environmental issues to benefit business, government, academia, and the public.

### **Responsibilities**

- Finance and Accounting
  - Conduct all banking operations and requirements
  - Prepare monthly and quarterly reports. Actuals against budget with initial variance and yearend projection analysis; balance sheets and cash flow
  - Prepare, monitor and update annual budgets
  - Organize, prepare, and coordinate the annual audit and any other special audits or reviews that may occur from time to time
  - Prepare all government and other funding partner reports as required.
  - Responsible for the generation of tax receipts associated with donation activity
  - Monitor and maintain all financial and accounting policies, procedures and controls
  - Manage all Accounts Payable procedures: Vendor bills, scheduled recurring bills, expense claims, payments related to agreements, timesheet reporting, etc.
  - Manage all Accounts Receivable procedures: Customer invoices, scheduled recurring invoices, invoices related to agreements, etc.

- Administration
  - Monitor and maintain all regulatory filings with all provincial and federal agencies and compliance with all statutory requirements
  - Maintain adequate insurance coverage at a reasonable cost
  - Negotiate and manage leasing arrangements for CERI office space
  - Review and support the approval of all contracts and agreements entered into by CERI
  - Manage payroll and benefits programs through third-party providers
  - Develop and maintain electronic personnel records.
  - Facilities administration
- Board Matters - Act as Secretary for CERI board of directors in all matters

### **Required Experience and Competencies**

The ideal candidate will be an organized, strategic, and results-oriented finance or accounting professional who brings well-rounded experience with finance and administrative responsibilities.

In addition, the Manager will:

- Have a degree or designation in finance or accounting or similar qualification
- Have experience in managing all aspects of the accounting cycle, including payroll and tax reporting.
- Have experience in managing day-to-day office administrative tasks
- Have experience with annual budgeting and auditing
- Have knowledge of the QuickBooks accounting system
- Bring strong planning, prioritization, organization, and time management skills
- Work well independently as well as part of a team
- Possess strong listening, speaking, and writing skills
- Have confidence, polish, and a high level of professionalism
- Possess discretion, tact, and judgment

This is a permanent full-time role that includes medical, dental and pension benefits. To submit your resume for consideration, or if you have questions, please email [info@ceri.ca](mailto:info@ceri.ca) and include **Manager, Finance and Administration Search** in the subject line. The deadline for submissions is September 6, 2019. All submissions are appreciated, however, only those selected for an interview will be contacted.