



## CCMBC LEGACY FUND

Ministry-Focused Financial Services

CCMBC Legacy Fund Inc. (Legacy) is seeking a permanent, full-time Accounting Manager to join our team at our head office in Winnipeg. We offer competitive remuneration and a comprehensive benefits package including group health insurance and matching pension contributions.

### Position Information

<b>POSITION TITLE:</b>	<b>Accounting Manager</b>
<b>REPORTS TO:</b>	<b>CFO</b>
<b>TERM:</b>	<b>Permanent</b>
<b>FTE:</b>	<b>1.0</b>

### About CCMBC Legacy Fund

Legacy is a Canadian registered charity, serving the more than 230 churches, 1,000 employees, and the partner agencies of the Canadian Conference of Mennonite Brethren Churches (CCMBC).

We offer lending and investment services through our wholly owned subsidiary CCMBC Investments Ltd, provide payroll and accounting services, and administer CCMBC's national group health insurance and pension plan. By investing in promissory notes, our investors provide the capital necessary for us to extend secured mortgages to our churches, pastors, schools, and camps, enabling them to have a presence in the communities they serve.

### About the Role

Reporting to the Chief Financial Officer, the Accounting Manager provides leadership over day-to-day accounting operations, ensuring accurate, timely, and well-controlled financial execution in accordance with policies set by the CFO.

### Key Responsibilities

**The Accounting Manager executes accounting operations within established policies and procedures and escalates matters requiring accounting policy interpretation, significant judgment, or material financial impact to the CFO.**

- Lead daily accounting operations including general ledger, accounts payable, accounts receivable, cash receipts, and monthly close.
- Supervise and develop the accounting team, including the Accounting Services Supervisor, Accounting Clerks, and Accounting Technician.
- Ensure timely preparation of internal financial statements and schedules for CFO review.
- Accountable for a timely, accurate, and well-documented month-end and year-end close.
- Maintain and document strong internal controls and accounting processes.
- Coordinate audit fieldwork preparation and support, escalating technical matters to the CFO.
- Identify process improvements and support automation initiatives within accounting operations.
- Assists CFO/leadership with special projects as assigned (transition initiatives, audit readiness, systems/reporting, process improvements).



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### **Education & designation**

- CPA designation preferred, or active enrollment in the CPA program (PEP or final stages)
- Undergraduate degree in accounting, finance, or business (or equivalent combination of education and experience)

### **Experience**

- Minimum 5 years of progressive accounting experience.
- Demonstrated experience managing:
  - general ledger
  - month-end close
  - accounts payable and receivable
  - reconciliations
- Experience leading or supervising accounting staff.

### **Technical knowledge**

- Strong working knowledge of:
  - IFRS, ASPE and/or ASNPO (application, not policy-setting)
- Experience supporting:
  - internal and external financial reporting
  - audit preparation and auditor requests
- Advanced proficiency in Microsoft Excel and working knowledge of Microsoft Office.
- Experience with ERP/accounting systems (Dynamics 365 Business Central noted as assets)

### **Sector awareness**

- Experience in:
  - not-for-profit or charitable organizations (strong asset)
  - CRA compliance and charity reporting (asset)

### **Skills and Attributes**

- Christ follower with a desire to serve through this ministry.
- Strong problem-solving and analytical skills with the ability to grasp both the finer details and the big picture.
- Compliance-oriented, able to take initiative and possessing a curious mindset.
- Demonstrated leadership skills and an effective team collaborator.
- Excellent communication skills.

If you would like to be a part of this ministry, please send a resume with a cover letter explaining why you think you would be a good candidate for this role to [legacy@mbchurches.ca](mailto:legacy@mbchurches.ca).