

Job Advertisement

Director of Finance and Administration

Location: Fredericton, NB | **Status:** Full-time, permanent | **Salary:** \$70K-80K

Are you a strategic financial leader with a passion for inclusion?

Inclusion NB is seeking a **Director of Finance** to lead our financial strategy and ensure the fiscal health of our organization. If you are a detail-oriented professional who thrives in a collaborative, mission-driven environment and wants to use your expertise to create a more inclusive New Brunswick, we want to meet you.

Key Responsibilities and Impact

As the **Director of Finance and Administration**, you will be a key member of the leadership team, overseeing everything from high-level strategic planning to day-to-day accounting operations. You will:

- **Lead Financial Strategy:** Lead the development and monitoring of the organization's financial strategy to ensure alignment with our long-term goals.
- **Accounting Operations:** Oversee all accounting policies, manage end-to-end payroll (T4s, ROEs), manage banking relationships, and ensure cash flow health.
- **Reporting and Audit:** Prepare monthly and annual financial statements and serve as the primary liaison for the annual external audit.
- **Grant Management:** Work with the fund development team to track grant budgets and manage the allocation of restricted vs. unrestricted funds.
- **Leadership:** Supervise and mentor the finance department (including the HR Advisor) and provide financial training to staff across the organization.
- **Office Administration:** Coordinate all office operations and maintain relationships with leaseholders for rented and regional office locations

Qualifications and Skills

- **Experience:** 1–3 years of progressive accounting experience, preferably within the non-profit sector, including oversight of multi-million-dollar budgets.
- **Education:** A University degree in Accounting, Finance, or Business Administration is required.
- **Professional Designation:** A CPA designation is strongly preferred (or considered a strong asset).
- **Technical Knowledge:** Advanced proficiency in Sage, Microsoft Excel, and financial reporting systems.
- **Value Alignment:** Demonstrated alignment with the Inclusion NB mission and inclusive values.
- **Language:** Bilingualism (English/French) is preferred.
- **Travel:** Ability to travel to regional offices as required.

Why join Inclusion NB?

We are a progressive, team-oriented organization that deeply values our staff and promotes true work-life balance. We walk the talk when it comes to inclusion; that includes you.

We offer a comprehensive benefits package upon hire, designed to support your well-being:

- Flex schedules (Including the option for hybrid work)
- Work-life balance commitment
- 4-Day summer work weeks (July-August annually)
- Mental health days and paid sick time
- Group Insurance benefits
- Professional development opportunities

How to apply:

If you are ready to use your financial expertise to advocate for inclusion, please forward your resume to this email: careers@inclusionnb.ca

*If a reasonable accommodation is needed to participate in the job application or interview process and/or to perform essential job functions, please contact **Khouloud El Moutchou** at 506-503-0071.*

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.