



MANAGER, FINANCE & OPERATIONS

Permanent Part-time Position (.6 FTE – 3 days a week) - Remote

POSITION DESCRIPTION

Lung Cancer Canada (LCC) is undertaking a nation wide search for a Part Time (.6 FTE) Manager, Finance & Operations.

In this newly created position, the Manager, Finance & Operations manages financial reporting and related controls with the goal of safeguarding the assets of LCC, and supports fellow staff by providing timely and accurate financial information to support decision-making. The Manager is also responsible for information technology and other administrative aspects of the organization.

The position serves as a member of the Senior Management Team and reports to the Executive Director (ED) and directly supports the Audit & Finance Committee and the Investment Committee.

RESPONSIBILITIES

Finance

- Plan, organize, direct and control all aspects of accounting (including AR, AP, Payroll), financial reporting and financial applications
- Banking and Cash Management
- Act as a signing authority for LCC
- With input from colleagues, prepare and present quarterly and annual financial results, budgets and investment reports including supporting materials to the ED, Audit & Finance Committee, Board of Directors, auditors and tax authorities
- Develop and report on key performance indicators measuring performance in specific areas as determined by the Board of Directors and Department Managers
- Support development and implementation of programs and projects and provide data and analysis to support financial decision-making
- Establish and maintain internal controls with operations to create a sustainable control environment
- Support the review and negotiation of organization-wide contracts (Admin, Programs, Grants and Donations, Events, etc.) and develop a reporting system based on contract deliverables



Information Technology

- Oversee the IT needs of LCC (hardware, software, virtual platform management)

Operations and Administration

- Oversee operational aspects of LCC
- Develop and ensure compliance with all policies and procedures
- Train, coach and mentor department staff
- Support the ED with various human resources tasks as required

Other duties as assigned by the ED to meet the business needs of the organization.

ESSENTIAL SKILLS

- Proficient in Microsoft Office products
- Experience with QuickBooks or similar
- Experience with ecommerce platforms is an asset
- Excellent oral and written communications skills in English is a priority; fluent bilingualism is preferred
- Experience with information technology systems
- Business acumen and analytical skills required
- Ability to manage multiple priorities

EDUCATION, PROFESSIONAL DESIGNATION(S) & EXPERIENCE

- At least 5 year's experience in the not-for-profit sector
- 3 – 5 years' experience working with a registered charity preferred
- University degree (BComm or BAdmin) in accounting required
- Professional designation (CPA) is an asset but not required

ABOUT LUNG CANCER CANADA

Lung Cancer Canada is a registered national charity that serves as Canada's leading resource for lung cancer education, patient support, research and advocacy. Lung Cancer Canada has a wide reach that includes both regional and pan-Canadian initiatives. Lung Cancer Canada is a member of the Global Lung Cancer Coalition and is the only organization in Canada focused exclusively on lung cancer.

PERSONAL ATTRIBUTES

As a small but expanding national charity, LCC is a 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. Success of LCC depends in part on our public profile and reputation as a credible, patient



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CANCER
CANADA**

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CANADA**

AWARENESS. SUPPORT. EDUCATION.

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focused organization. As such, staff take great care in the organization's patient supports, events and communications. The successful candidate is able to think strategically (big picture) and make things happen tactically (products and services).

WORKING ENVIRONMENT & TRAVEL

LCC seeks to execute on its mission through a highly virtual environment. In general, all roles within LCC require extensive computer usage at a home office. Occasional travel may be required.

LCC EMPLOYEE VALUES

LCC and its members work to increase public awareness of lung cancer, to support and advocate for lung cancer patients and their families, and to provide educational resources to patients, family members, healthcare professionals, and the general public. LCC employees liaise with lung cancer patients, their families and caregivers, 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 LCC mission in how we approach our work. As such, LCC staff are expected to adhere to LCC's human resources guidelines.

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

Lung Cancer Canada is an equal opportunity employer and encourages all qualified applicants to apply. LCC 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.