



Job Posting: Finance and Office Manager

Do you love when all the numbers line up?

Are you a wizard with figures and a financial professional with personality, who cares about the bigger picture?

If so, an over \$16.5 Million endowment, countless generous donors and committed, community-focused local charities, need you.

At The Guelph Community Foundation, a charitable public foundation, you'll work with an experienced leader who is futureproofing value-based philanthropic leadership in one of Canada's most generous cities.

You'll learn more on our website, but in a nutshell (or nest egg, if you prefer) a Community Foundation pools the charitable gifts from donors into permanent, income-earning endowments that provide consistent, sustainable revenue sources for the people and organizations working to solve societal issues related to health & wellness, environment, arts & culture, youth advancement, justice and community resilience.

If purpose-driven work fires you up as much as a well-designed spreadsheet, let us know who you are and share your information with us. The details are below.

The Guelph Community Foundation

The Guelph Community Foundation is a charitable public foundation whose purpose is to provide leadership in promoting community philanthropy to enhance the quality of life for the residents of Guelph and surrounding communities. The Foundation pools the charitable gifts of donors into permanent, income-earning endowments. Earnings from investments are granted to fund a wide range of charitable programs and activities. Our office is located in downtown Guelph in Old Quebec Street Shoppes, 55 Wyndham Street North, Guelph, Ontario, N1H 7T8

The Finance and Office Manager

The Finance and Office Manager will be an integral part of small team that works closely together and will serve as the key financial representative of the Foundation. The position reports to the Executive Director and works in partnership with the Grants Manager. This role is responsible for:

- supporting the administration and financial reporting requirements of the Guelph Community Foundation,
- supporting fundholders and donors with their contributions,
- grant processing,

- full cycle accounting,
- providing administrative support to our volunteer committees, and
- managing our office space, stock and equipment.

While there are established procedures and principles, this work includes complex financial and accounting processes. The holder of this position must be comfortable speaking with accountants, auditors, investment firms, and volunteer board members, as well as provide exceptional customer service to fundholders and charities to support both the Executive Director and Grants Manager in their work.

The successful candidate should have a minimum of three years' work experience as well as relevant education to meet expectations. This could include an accounting degree or diploma designation such as a CPA, post-graduate education in accounting or finance; or equivalent experience, with a preference for related experience in a not-for-profit or charitable environment.

This is a hybrid, full-time (28-35 hours per week) role. The Finance and Office Manager will work onsite 2-3 days/week depending on need.

Requirements and Qualifications:

- College or university degree or diploma, preferably with a financial or business specialization
- Minimum of 3 years financial experience
- Experience in the not-for-profit sector and familiarity with Canada Revenue Agency regulations and requirements
- Familiarity with Fund Accounting
- Experience and proficiency with Excel, Word, Outlook, financial software
- Extraordinary attention to detail and accuracy
- Excellent organizational skills with the ability to manage varied tasks simultaneously, juggle multiple projects and meet fast-moving deadlines
- Discretion in dealing with private, confidential, or sensitive information.
- Ability to exercise sound judgment in a variety of situations including advising on expenditures, budget planning and data interpretation
- Excellent verbal and written communication skills
- Strong interpersonal skills, with the ability to work independently as well as collaboratively
- Experience working for a community foundation is also considered an asset
- Experience with fund development and/or donor stewardship is an asset

Position Responsibilities:

Financial (Time Allocation: approximately 25%)

- Process all receipts and disbursements in Foundant CSuite (philanthropy software)
- Monitor bank balances, prepare all bank deposits, complete monthly reconciliation of bank and investment account statements
- Maintain general ledger, monthly reconciliation of fund balances and tracking of various inter-fund transactions and grants
- Internal tracking and reporting including transfer of administration fees, undistributed income by fund, etc.

- Verify donation reports for reconciliation
- Support of bi-weekly payroll
- Ensure the financial integrity of GCF, including preparing and monitoring budgets, and preparing forecasts and full financial reports for review by the Board.
- Ensure proper financial controls are in place.
- Work with the Executive Director to ensure adherence to Foundation policies, procedures and by-laws, manage risk and recommend changes or amendments to same as required.
- Prepare annual/quarterly fund statements for fundholders
- Prepare year-end reporting including draft financial statements, as required for audit

Donor Management & Services (Time Allocation: approximately 25%)

- Provide prompt donor stewardship including processing gift administration, tax receipts, statements and thank you letters using Foundant CSuite
- Manage online giving system (Canada Helps) and ensuring it is integrated into Foundant CSuite with prompt and accurate data entry
- Manage and maintain Foundant CSuite including updating donor records, fund listings, and donation reports

Grants (Time Allocation: approximately 25%)

- Help maintain all granting details using Foundant Grant Lifecycle Manager, working in partnership with the Grants Manager to ensure current and up-to-date grant records, including categorizing grant type, service area and generating financial reports as required
- Maintain fundholder files

Administration (Time Allocation: approximately 12.5%)

- Complete filings, tax rebates and other CRA reporting accurately and on time
- Organize computer files, data backups, and maintain an accurate financial filing system
- Attend all Investment Management Committee Meetings, document minutes as needed
- Attend Board of Directors meetings, including the Annual General Meeting
- Assist with annual external audit
- Participate in strategic planning sessions
- Support the Executive Director with daily office procedures, policy updates and streamlining process
- Investigate and implement operational process improvements and cost efficiencies when required
- Lead team and/or committee meetings, as needed

Office Management (12.5%)

- Maintain, update, and organize computer documents, folders, and the filing system
- Track office supplies and stock, ordering when needed
- Oversee tracking and maintenance office equipment (e.g. computers, printer etc.)
- Liaise with landlord about office repairs and needs
- Act as main contact for third party information technology firm to set up technology systems and respond to and address IT needs that emerge

- Coordinate contracts with other third-party providers, such as phone and internet services
- Assist with the hiring and orientation of summer staff

Salary: Compensation for this position will range between \$65,000 and \$70,000, depending on levels of experience. Remote office technology will be provided.

How to Apply:

If you are interested in applying for this position, please email your resume and cover letter to ed@guelphcf.ca

Deadline to apply is Monday September 29, 2025 at 9:00AM. Resumes and cover letters will be reviewed as they are submitted. Interviews may start before the application deadline closes.

The Guelph Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We invite applications from diverse populations and groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.

We thank all applicants; however only candidates selected to be interviewed will be contacted.