



# Chief Financial Officer (CFO)

## Job Posting

**Closing Date:** 30 December 2023

**Level:** Executive

**Title:** Chief Financial Officer (CFO)

**Salary:** \$30,000-\$40,000

**Tenure:** Part-Time, Indeterminate

**Location:** Remote, anywhere in Canada

**Reporting to:** President and Chief Executive Officer and/or Executive Director

### JOB OVERVIEW

The Chief Financial Officer is the chief manager for the day-to-day financial operations of the Canadian South-Asian Women's Chamber of Commerce. As CFO, under the direction of the Executive Director, they will manage all finances, budgetary allocations, and disbursements of CSAWCC finances, while also preparing outlook reports, quarterly reports, and all other financial obligations for CSAWCC as required under the Canada Not-for-profit Corporations Act. The successful candidate for this role can be located remotely, anywhere in Canada.

### KEY RESPONSIBILITIES

- Ensure sound financial management and accounting practices adhere to accounting policies and procedures
- Establishes and implements effective financial policies, processes, and procedures to ensure the efficient and effective operation of the finance department. Monitors administrative compliance. Acts as an advisor to the Finance Committee.
- Coordinates and oversees the quarterly and annual audit process. Ensure monthly and annual financial statements are accurate and compiled in a timely manner. Develops and produces financial reports as requested by the CEO.
- Ensures that administration and operations of the Finance Department are in accordance with the financial by-law, financial policies, and administration policies adopted by the National Board of Directors.
- May assist in other financial management activities as directed by the President and CEO and/or the National Board

### QUALIFICATIONS:

- Preferred: Post-secondary education in a field related to business, financial management, commerce, or accounting with a combination of two (2) years of relevant experience
- Preferred: Chartered Professional Account (CPA) and/or Certified Management Account (CMA) Designations
- Superior skills in budgeting, financial management, accounting, and business analysis;



Canadian  
South Asian Women's  
Chamber of  
Commerce

*The center for female South Asian  
professional excellence*

- Good judgement;
- Ability to delegate and manage large teams;
- Strong critical thinking skills;
- Knowledge of the nonprofit sector or non-profit organizations financial systems;
- Strong critical analysis, problem-solving, planning, decision-making, leadership, organizational, and change management skills;
- Excellent organizational and time management skills, while working in a fast-paced, dynamic environment;
- Ability to prioritize, to be flexible, and to meet deadlines;
- Ability to work in a diverse, multi-cultural, multi-disciplinary team environment.

### **About the Organization**

The CSAWCC seeks to promote, advance, and encourage South Asian women entrepreneurs across Canada to start their first small business; to ascend the corporate ladder; and bring innovative, bright ideas to the table.

### **How to Apply**

To apply, please send a statement of interest with you CV and cover letter to [ceo@csawcc-cccfsa.ca](mailto:ceo@csawcc-cccfsa.ca) with the subject line "Application - CFO - [Your Name]" before **5:00PM EST, 30 December 2023**.