



# We are hiring an Accounting Manager

## Let's make anything possible!

The Children's Hospital Foundation of Manitoba's mission is to improve children's health everywhere by inspiring our community to support excellence in child health care and research. Help ensure sick kids get the care they need in places of comfort and healing and support state-of-the-art equipment and world-class pediatric research. To learn more about the Foundation and our commitment to children's health care needs, visit [goodbear.ca](http://goodbear.ca).

### The Opportunity:

Reporting to the Vice President of Finance & Administration, the Accounting Manager is responsible for key financial, administrative, and operational functions in support of our vision, mission, goals, and objectives.

The Accounting Manager is responsible for overseeing the day-to-day accounting operations of the organization and ensuring accurate financial reporting in accordance with nonprofit accounting standards. This role manages the general ledger, payroll, supervises accounting & administrative staff, coordinates the annual audit, and ensures compliance with grant, donor, and regulatory requirements. The position plays a key role in safeguarding the organization's financial integrity and supporting its mission.

### Key Responsibilities:

- This position ensures strong financial governance by developing, implementing, and maintaining effective internal controls, financial policies, and procedures that support accountability, transparency, and compliance with not-for-profit best practices. Coordinates annual external audits and ensures compliance with CRA, charitable regulations, and financial governance requirements.
- Prepare monthly and year-end financial statements and all routine, requested financial reporting requirements, including cash flow management.
- Prepare payroll and administer employee benefit onboarding and offboarding.
- Supervise the Finance Assistant and Administrative Assistant, including responsibility for performance development and succession planning
- Coordinate financial activities, including accounts payable, accounts receivable, general accounting, special projects accounting, financial planning, and reporting.
- Review bank reconciliations, ensuring transactions are properly recorded. Responsible for ensuring all business transactions, accruals, adjustments, and account reconciliations are completed.
- Process and reconcile all grants to the Children's Hospital and the Research Institute, ensuring the funds are available before grants are approved, reconciling balances, and communicating with the fundraising team on the status of grants.
- Collaborate with the Data Manager and Data team to ensure the integration of Financial Edge and Raisers Edge is working effectively, and transactions are properly reflected in the financial records.

### Qualifications:

- This position requires sustained attention to detail, sound judgment, analytical thinking, and the ability to manage multiple priorities, solve complex problems, and meet deadlines in a fast-paced professional environment.
- CPA designation preferred; candidates nearing completion of CPA with equivalent education and experience will be considered.
- A minimum of three years of directly related progressive experience, including supervisory responsibilities.
- Strong attention to detail with demonstrated ability to accurately maintain and manage multiple projects simultaneously, working under tight deadlines.
- Demonstrated excellent level of MS Excel skills and working knowledge of the MS Office suite of programs.
- Capable of independent research, keen problem-solving and critical thinking skills, able to find practical options as a solution to challenges as they arise.
- Proven track record of integrity and trust, with the ability to deal with confidential and sensitive information.
- Demonstrated positive, well-developed people skills and strong customer service skills.
- The ability to represent the Children's Hospital Foundation of Manitoba professionally.
- Experience in a Foundation or a Not-for-Profit setting is an asset.
- Experience with Raiser's Edge and Financial Edge is an asset.
- Ability to work extended hours if necessary and to adjust to changing priorities.
- Must provide a clear Criminal Record and Child Abuse Registry check.

**Salary:** The Children's Hospital Foundation of Manitoba offers a competitive salary and benefits package.

If you are committed to delivering quality service, apply to Posting #20262 by sending your cover letter and resume to [amunch@goodbear.ca](mailto:amunch@goodbear.ca). Please include three business references with your resume.

We will accept applications until **4:30 pm, Monday, May 4, 2026.**

Thank you to all candidates interested in working with the Children's Hospital Foundation of Manitoba. We will contact the candidates selected for interviews.