



## MARINERS CENTRE

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### Senior Manager, Finance

Job Type: Full-Time, Permanent

Reports To: Chief Executive Officer (CEO)

Salary Range: \$ \$85,000-\$105,000 commensurate with qualifications & experience

Start Date: April 15, 2026

#### Position Summary:

The Finance Manager, who will be located at 45 Jody Shelley Drive, plays a key leadership role in the financial oversight of the Mariners Center, ensuring financial health and compliance with all applicable laws, policies, and funding agreements. The role supports decision-making by providing accurate financial reports and analysis and works closely with the senior leadership team to advance the facility's mission and objectives.

#### Key Responsibilities:

- Financial Planning & Management
- Develop, implement, and manage annual operating and capital budgets in collaboration with department heads and the CEO
- Monitor financial performance, analyze variances, and recommend corrective actions as needed.
- Manage cashflow needs of the organization
- Prepare accurate monthly, quarterly, and annual financial reports for internal stakeholders, the Board of Directors, and funding bodies.
- Participate in Joint Occupational Health and Safety Committee meetings.
- All other finance related duties as requested by the CEO.

#### Accounting & Reporting

- Oversee accounts payable, accounts receivable, payroll, and general ledger functions for operations, capital and health and wellness funds.
- Ensure timely and accurate financial reporting in accordance with Canadian Public Sector Accounting Standards.
- Recommend changes to existing services or software to the CEO.
- Become expert level user in existing software including but not limited to Ticketor, Univerus Rec and Sage Accounting.
- Coordinate and prepare for the annual audit, liaising with external auditors.
- Lead Annual and multiyear operations and capital budget for all funds.

902.742.2155

[info@marinerscentre.com](mailto:info@marinerscentre.com) | [www.marinerscentre.com](http://www.marinerscentre.com)

45 Jody Shelley Drive, P.O. Box 188 Yarmouth, Nova Scotia B5A 4B2



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### **Compliance & Risk Management**

- Ensure compliance with federal and provincial financial regulations, grant requirements, and Mariners Centre policies.
- Maintain and enforce internal financial controls and risk management strategies.
- Ensure reporting requirements are fulfilled for grant and other funding

### **Leadership & Collaboration**

- Provide financial guidance to the CEO and department managers.
- Contribute to strategic planning and long-term financial forecasting.
- Train and supervise finance or administrative staff as applicable.

### **Mandatory Qualifications:**

- Professional accounting designation or
- Post Secondary degree/diploma in Finance, Accounting, Business Administration, and a minimum of 5 years of financial management experience at the senior level including fund management.
- Proven strength in organizational and communication skills.

### **Desired qualifications:**

- Experience in the public or non-profit sector, preferably in recreation, municipal services, or community development.
- Familiarity with government grants and multi-source funding models.
- Payroll certification or equivalent training or experience.
- Experience in Fund Accounting

### **Skills:**

- Strong knowledge of financial software (e.g., Sage or equivalent).
- Excellent analytical, organizational, and communication skills.
- Ability to work independently and collaboratively in a team setting.
- Strong ethical standards and commitment to transparency.

### **Working Conditions:**

- Office environment located within the recreation facility.
- Some evening or weekend hours may be required for Board meetings or events.
- Occasional travel within Nova Scotia for training or funding-related purposes.

To Apply:

Please submit your resume and cover letter by \_\_\_\_\_ to [hr@munyarmouth.ca](mailto:hr@munyarmouth.ca)

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