



ELCIC Group Services Inc
A1 – 844 McLeod Ave
Winnipeg MB R2G 2T7

Position: Financial Manager
Location: Winnipeg MB
Website: <https://elcicgsi.ca>

THE ORGANIZATION

ELCIC Group Services Inc. (GSI) is the plan sponsor and administrator of the ELCIC Group Benefits Plan and the ELCIC Pension Plan

The Group Benefits Plan offers robust health and dental benefits to its members and their families. With 550 members and approximately \$85 million in assets, the ELCIC Pension Plan serves the rostered and non-rostered employees in the ELCIC and its partner organizations. The pension plan uses innovative strategies to ensure the long-term sustainability of the plan in order to safeguard members' financial security in retirement.

THE OPPORTUNITY

In this position, the Financial Manager is responsible for the meticulous record of all financial transactions. The Financial Manager ensures compliance of policies, procedures and appropriate financial controls.

KEY RESPONSIBILITIES

- **Corporate**
 - Monthly and quarterly financial reporting to the Executive Director and Board of Directors
 - Develop annual operating budget
 - Prepare for the annual external audit of financial statements and liaise with external auditors
 - Payables processing
 - Ensure that all government remittances, filings and other corporate financial obligations are completed on time and accurately
 - Cash management
 - Complete the GST quarterly installment
 - Semi-monthly payroll processing
 - Monthly electronic payment collection
 - Compile and analyze statistical data
- **Pension**
 - Calculate and post monthly investment results to member pension accounts
 - Process pension account settlements, including the preparation of pension options to members
- **Benefits**
 - Run self-billing benefits premiums and remit payment to carriers
 - Manage and review the benefits experience reports
 - Prepare short term disability and parental leave financial calculations
 - Continuing Education Plan reimbursements

Qualifications and Experience

- Bachelor's degree in accounting, finance or business administration; Chartered Professional Accountant designation is desirable
- A minimum of 4 years of accounting experience

- Excellent proficiency with accounting software and spreadsheet programs and applications
- Well developed analytical and financial accounting and budgeting skills
- Excellent organizational skills and time management to prioritize tasks appropriately
- Demonstrate strong communication skills

Position Details

This is a permanent, full-time position. We work in a small office environment creating a close collaborative team which requires us to be on-site.

GSI has a competitive benefits package which includes:

- comprehensive life & health coverage,
- employee and family assistance program,
- defined contribution pension plan,
- three weeks vacation,
- continuing education fund, and
- free parking.

The salary will be dependent on experience and qualifications.

Please submit your cover letter and resume to admin@elcicgsi.ca. Deadline for applications is February 28, 2025.