

Position Title: Finance Manager
Location: Saskatoon
Employment Type: Part-time, Permanent
Salary: \$30 per hour
Application Deadline: Aug 21 2025

About the Organization

Spinal Cord Injury Sask is a nonprofit organization committed to assisting people with physical disabilities in all aspects of independence and community inclusion. We offer a collaborative, mission-driven work culture.

Position Summary

SCI Sask is seeking a detail-oriented and adaptable Finance Manager to oversee day-to-day financial operations. This position includes accounting, financial reporting, payroll administration, employee onboarding, recordkeeping, and HR policy implementation. The role reports directly to the Executive Director.

Key Responsibilities

Finance Duties:

- Oversee full-cycle accounting and bookkeeping
 - Process payroll, including statutory deductions and benefit remittances
 - Manage accounts payable and receivable
 - Reconcile bank and general ledger accounts
 - Prepare monthly and year-end financial statements and reports
 - Assist with budgeting, forecasting, and grant financial tracking
 - Support external audit preparation
 - Ensure compliance with CRA regulations and nonprofit financial standards
 - Assist with employee onboarding and off-boarding processes
 - Maintain confidential employee records and HR documentation
 - Track vacation, sick leave, and other entitlements
 - Support the development and implementation of HR policies and procedures
 - Coordinate benefit enrollment and respond to employee payroll/HR inquiries
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Qualifications

- Degree or diploma in Accounting, Finance, or related field
 - Minimum 3 years of relevant experience in finance, including payroll
 - Familiarity with nonprofit operations and CRA compliance
 - Proficient in accounting software (Sage) and payroll systems (Dayforce)
 - Strong interpersonal skills, discretion, and professionalism
 - Excellent attention to detail, organization, and time management
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How to Apply

Please send your resume and a brief cover letter to sciinfo@scisask.ca by Aug 21. Applications will be reviewed as received.

We value diversity and inclusion and welcome applications from individuals with disabilities, Indigenous applicants, and members of equity-seeking groups.