

JOB DETAILS – Finance Administrator

Job Description

International Peace Garden seeks an independent, yet team-oriented and energetic Finance Administrator to thrive in a fast-paced environment and who is well-suited to working collaboratively with the Board of Directors, CEO, staff and volunteers. The Finance Administrator is responsible for providing quarterly financial statements and an annual budget to the Board of Directors and Management Team. An understanding of or willingness to learn how to balance a non-profit budget including two currencies (American and Canadian) is critical.

Ideal candidate will demonstrate strategic, big-picture thinking while effectively weighing risks against the benefits. Ideal candidate must work at a faster-than-average pace with the ability to learn quickly and delegate appropriately to a small managerial staff. The candidate will be an incisive communicator while being direct and self-assured in dealing with others. Candidate must also recognize and adjust quickly to change as the IPG is in an exciting period of growth and transition.

Success in this position requires managing multiple priorities while working with others to help accomplish the overall goals of the organization. The need to remain calm and make decisions in collaboration with other departments is critical. Leadership skills are also important in this position, as is the need to be a team player. Balancing financial obligations and budget considerations while maintaining relationships with co-workers, the Management Team, customers, and visitors is essential.

As part of the Management Team, the Finance Administrator works with all department heads in planning and executing IPG's strategic objectives, events and programs.

DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities

- Prepare bi-weekly payroll for 40-50 employees including appropriate tax reporting and administration of benefits.
- Assist in developing a 5-year financial plan with the CEO and Board of Directors.
- Delegate duties to the administrative assistant in partnership with the CEO.
- Keep up to date on changing provincial, state, local and both national requirements as it relates to payroll, and all applicable state and provincial legislation.
- Prepare monthly quarterly statements and reports for review by the CEO and Board of Directors Finance Committee.
- Reconcile all balance sheet accounts, bank and investment accounts.
- Review final reports on all special events as prepared by the events coordinator.
- Track and monitor temporarily restricted fund activity, including new grants and contributions, and foundation accounts.
- Work with Development Manager to reconcile the accounting software with member/donor database monthly to ensure accuracy.
- Assist auditors in preparation of all year-end account reconciliations and workpapers to perform testing and supporting the audit team by responding to auditor requests for accounting records or general audit inquiries throughout the process.
- Prepare annual budget working with and presenting to Management Team and Board of Directors.
- Assist CEO and Board of Directors in operating budget discussions with government granting agencies.
- Provide oversight on employee benefits program along with annually evaluating the Garden's benefits

as well as property and liability insurance.

- Assist with various events and membership support to include admissions and sales reconciliation.
- Oversee and review all grants that support payroll.
- Serve as acting CEO in the absence of CEO.
- Other duties as assigned.

The above description reflects the general details considered necessary to describe the principal function of this job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Education and Experience

- Business Administration diploma, Bachelor's Degree in accounting or finance.
- 2-5 years accounting experience, non-profit accounting preferred, as well as experience with investments and asset management.
- Excellent understanding of non-profit accounting standards and industry-specific issues, such as capital campaigns, restricted and endowment donations.
- Experience working with multiple currencies.
- Strong proficiency and knowledge of Microsoft Office products.
- Experience with Quick Books, preferably in American and Canadian. Training will be provided.

Compensation

- Based on education, experience and regional averages in both countries.
- IPG provides a comprehensive benefit package.
- Willingness to relocate to the Boissevain, MB, or Dunseith, ND, areas or commute is required.

Application Instructions

- Apply by sending resume, cover letter and 3-5 references to CEO Tim Chapman at tim@peacegarden.com by June 15.
- Anticipated start date is Aug. 1, 2026. Current Finance Administrator is retiring in November and we hope to have 2-3 months of overlap and training.