



**Job Posting  
Financial Manager  
The Couchiching Conservancy**

**Location:** Orillia, Ontario  
**Reports to:** Executive Director  
**Duration:** Permanent, Part-Time (2 – 3 days per week)  
**Salary:** \$36/hr for 22.5 hrs/week (\$42,120 annually)  
**Deadline for Submissions:** January 23, 2026  
**Start Date:** February 2026

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### **About the Couchiching Conservancy**

The **Couchiching Conservancy** is a charitable land trust with a mission to protect nature for future generations. Since 1993, we have worked with landowners, donors, volunteers, and conservation partners to permanently protect over **15,000 acres** of ecologically significant habitat in our region.

We are powered by a **deeply dedicated network of supporters**, many with a lifelong commitment to the organization. With **11 full-time staff**, hundreds of volunteers, and a growing base of members and donors, the Couchiching Conservancy is recognized as one of Ontario's leading regional land trusts. We are accredited nationally, guided by science, and grounded in a deep love for the lands and waters of our region.

### **Position Summary**

The Financial Manager ensures that our financial systems, financial operations, and reporting are accurate, efficient, timely, and aligned with best practices for Canadian charities, while supporting the organization's conservation mission. This role provides high-level financial oversight, including budgeting, analysis, internal controls, and compliance – while supporting the Executive Director, Board Treasurer, Investment Committee and contracted Accountant. The Financial Manager also supervises or coordinates the work of the bookkeeper and supports the annual audit.

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### **Key Responsibilities**

#### **Financial Planning, Reporting & Analysis (20%)**

- Lead the development of the annual operating budget in collaboration with the Executive Director and program leads.
- Prepare quarterly or monthly financial reports for the Executive Director & Treasurer.

- Develop and maintain financial dashboards, templates and tools for internal reporting & forecasting.
- Provide financial analysis to support decision-making, revenue forecasting, and long-term planning.
- Monitor financial performance against budget and flag emerging issues or opportunities.

### **Accounting Oversight & Internal Controls (30%)**

- Oversee day-to-day bookkeeping activities (performed by bookkeeper), ensuring accuracy and compliance.
- Implement and maintain effective internal controls and financial policies.
- Review payroll, accounts payable, accounts receivable, expenses, and reconciliation processes.
- Ensure compliance with CRA regulations for charities, including receipting standards.

### **Grants, Donations & Restricted Funds (20%)**

- Track grant budgets, spending, and reporting requirements to ensure alignment with funder expectations.
- Maintain accurate records of restricted funds and endowments.
- Work with program staff to monitor project budgets and prepare financial components of grant reports.

### **Audit Preparation & Year-End Processes (20%)**

- Lead preparation for the annual audit, including schedules, documentation, and response to auditor inquiries.
- Support the Executive Director in preparing year-end financial statements and notes.
- Ensure all year-end adjustments and reconciliations are complete and accurate.

### **Support for Leadership & Governance (10%)**

- Serve as staff support to the Treasurer and Executive Director.
- Provide clear, concise financial information to help guide governance decisions.
- Contribute to financial policies, risk management plans, and strategic initiatives.

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## **Qualifications**

### **Required**

- Degree in accounting, finance, business, or related field.
- Proven experience in accounting, budgeting, financial management, and financial reporting systems, preferably within a non-profit environment.
- Strong understanding of nonprofit / charitable finance, including restricted funds and CRA rules.
- Advanced proficiency with accounting software (QuickBooks) and Excel.

- Ability to analyze financial data and communicate insights clearly to non-financial staff and board members.
- Strong organizational skills with attention to detail, accuracy, and deadlines.
- Experience preparing for audits or working with auditors.
- Strong communication skills – oral, written, interpersonal.

### **Preferred**

- Experience in a land trust, conservation organization, or environmental charity.
  - Experience preparing for audits or working directly with auditors.
  - Familiarity with donor management systems and charitable receipting.
  - CPA designation (completed or lapsed) is an asset but not required.
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### **Personal Attributes**

- Mission-driven and aligned with nature conservation values.
  - Ethical, discreet, and trustworthy with sensitive financial information.
  - Clear communicator who can translate financial complexity into accessible insights.
  - Proactive, organized, and able to work independently in a part-time role.
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### **Working Conditions**

- 22.5 hours per week with flexibility in scheduling.
- Based in Orillia and available to work in the Grant's Woods office at least one day per week.

### **How to Apply**

Please submit your resume and a cover letter outlining your interest in this role to the Executive Director: **dorthea(at)couchconservancy.ca** with the subject line: Financial Manager

Application deadline: Friday January 23<sup>rd</sup>, 2026