



THE WESTERN DISTRICT OF
THE ALLIANCE CANADA

333 – 30 Springborough Blvd. SW Calgary, AB T3H 0N9, Phone: (403) 265-7900, Email: office@thewcd.ca Website: www.thewcd.ca

Finance Manager

Location: Calgary, AB

Job Type: Full-Time, Permanent (40 hours per week)

About Us

The Western District of The Alliance Canada provides support to more than 110 churches throughout Alberta and one in the Northwest Territories. We are part of a network of six districts across Canada, with our National Office situated in Toronto, ON.

We are inspired and propelled by our National Vision Prayer:

O God, with all our hearts, we long for (more of) you. Come, transform us to be Christ-centred, Spirit-empowered, Mission-focused people multiplying Disciples Everywhere.

The mission of the Western District is *servicing Leaders who invite others into fullness of life.*

Values:

- WE WORK IN UNISON
- WE BELIEVE IN ONE ANOTHER
- WE DELIVER ON OUTCOMES TO ADVANCE OUR MISSION

Position Summary

We are seeking a skilled **Finance Manager** to oversee financial operations, ensure compliance with accounting standards, and provide strategic financial leadership. This role requires expertise in financial reporting, budgeting, risk management, and governance. Reporting to the Director of Operations, the Finance Manager will be a key officer (signing authority – banking and legal) of the Western District and maintain trusted business relationships while providing financial support to the Western District Office and churches.

Responsibilities

Financial Responsibilities, Management & Reporting (85%)

- Manage month-end and year-end close processes, ensuring all entries and reconciliations are completed for the Western District and associated entities.
- Oversee cash management, loans payable/receivable, accounts payable and accounts receivable functions.
- Manage financial accounting, reporting, and statutory filings, including charity and corporate annual returns.
- Lead annual budgeting processes and provide ongoing financial forecasts, as needed.
- Oversee the preparation of monthly, semi-annual, and annual financial reports for leadership, committees, and stakeholders.
- Lead annual audit.



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- Process payroll (monthly) and complete annual filings.
- Administer the District liability insurance and Group Benefits programs.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and Canada Revenue Agency (CRA) regulations.
- Develop and implement financial controls and governance frameworks.
- Oversee financial systems, record maintenance, and internal controls.
- Conduct financial risk analysis and identify cost-saving opportunities.
- Provide strategic insights for financial planning, forecasting, and variance analysis.

Stakeholder & Church Support (10%)

- Serve as officer of the Western District (signing authority – banking and legal)
- Serve as a financial advisor to Western District churches on tax compliance, payroll, and other financial matters.
- Foster strong relationships with banking institutions, legal counsel, insurers, and government representatives.

Other Responsibilities (5%)

- Participate in staff meetings, training, and strategic planning sessions.
- Attend offsite/overnight events and meetings (i.e. Prayer Retreat/District Conference/General Assembly)
- Assist with district-wide initiatives and special projects as assigned.
- Mentor and supervise finance team, fostering their personal growth.
- Maintain professional development program and professional designation.

Qualifications

- CPA Designation required.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum 7 years of progressive accounting experience, with 3-5 years in a management role.
- Experience in full-cycle accounting and external audits.
- Strong knowledge of annual budgeting, forecasting, and multi-company transactions.
- Strong understanding of accounting principles, financial analysis, and strategic decision-making.
- Ability to translate financial concepts for operational teams.
- Excellent communication and interpersonal skills to work effectively with senior management, internal and external stakeholders.
- Advanced proficiency in Microsoft Excel.
- Strong leadership skills.
- Canadian Citizen or Permanent Resident legally authorized to work in Canada.

Preferred Skills

- Experience with system changes and financial software implementations.



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- Familiarity with Not-for-Profit (NFP) accounting, including tax receipting and T3010 reporting.
- Experience using **Sage Intacct** and knowledge of **Microsoft Power BI**.

Cultural & Professional Expectations

- Align with **The Alliance Canada's statement of faith** and **Call to Excellence**.
- Engage with an **Alliance Church** regularly.
- Actively participate in leadership development opportunities.

Application Process

Interested candidates should submit their resume and cover letter to careers@thewcd.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Join us in serving leaders and advancing the mission of The Western District of The Alliance Canada!