



Senior Manager, Finance, IT, and Operations

Fulltime (35 hours/week), Permanent

Mission: Every day we make it easier for refugees to succeed in Manitoba.

Vision: We see a world where refugees are warmly welcomed and well-established as upstanding, contributing members of communities across Manitoba.

For more information about Welcome Place: www.miiic.ca

Department: Administration & Operations

Reports To: Executive Director

Supervisory Responsibility: IT Staff, Finance/Admin Coordinators, Operations/Maintenance Team

Classification: Out of Scope

Location: Welcome Place, Winnipeg, MB

Hours: 35 hours/week

Position Summary

The Senior Manager, Finance, IT, and Operations is a member of the Senior Management Team at Welcome Place (MIIC), providing strategic and operational leadership in the areas of financial stewardship, facilities/operational services, and information technology infrastructure. The incumbent will safeguard agency assets, ensure operational efficiency, lead digital transformation initiatives, and contribute to long-term planning, compliance, and sustainability goals.

This role requires a hands-on, solutions-oriented leader who thrives in a dynamic nonprofit environment, manages multiple portfolios, and brings a balance of technical knowledge and organizational development skills.

KEY RESPONSIBILITIES

1. Financial Management (40%)

- Lead budgeting processes and ensure alignment with funder requirements and organizational priorities.
- Monitor expenditures, cash flow, and fund allocations; ensure adherence to funder contracts and audit standards.
- Oversee preparation of monthly, quarterly, and annual financial reports; support year-end audits and funder compliance reviews.
- Provide strategic input into financial risk management, investment, and sustainability planning.
- Supervise and support Finance/Accounting personnel.

2. Operations and Facilities Management (30%)

- Oversee physical infrastructure maintenance including security, building systems, office equipment, and emergency response.
- Supervise contractors and maintenance staff; ensure safe, functional, and welcoming office/residential environments.
- Lead procurement and asset tracking processes.
- Work with the ED and HR Manager to develop and enforce operational policies and standard operating procedures.
- Provide hands-on troubleshooting for building maintenance issues, carrying out routine minor upkeep such as battery changes, light bulb replacements, and coordinate repairs or service arrangements as needed.

3. Information Technology (20%)

- Provide oversight for agency IT infrastructure including servers, networking, user support, backups, security, and software systems (e.g., iCARE, NewTrack).
- Lead strategic planning for digital transformation, cybersecurity, and automation of reporting processes.
- Ensure IT systems are compliant with data privacy, security, and accessibility standards.
- Serve as liaison with external IT vendors and consultants.
- Provide hands-on troubleshooting for on-site IT issues, and coordinate repairs or service arrangements as needed.
- Support training and onboarding of staff on IT systems and ensure staff are equipped to meet tech requirements.

4. Leadership and Organizational Support (10%)

- Participate as an active member of the Senior Management Team; contribute to strategic and operational planning.
- Collaborate with Directors and Managers across departments to improve service delivery and interdepartmental communication.
- Represent Welcome Place in meetings with funders, community partners, and auditors as required.
- Maintain confidentiality and act in alignment with the agency's mission, vision, and values.

QUALIFICATIONS

Essential

- CPA designation and/or degree in Finance, Business Administration, IT, or a related field.
- 8+ years of progressive experience in financial management, IT leadership, and/or nonprofit operations.
- Strong knowledge of not-for-profit fund accounting, compliance, and budgeting.
- Proficient with Microsoft Office, accounting software (e.g., QuickBooks, Sage), and IT systems.
- Demonstrated success in supervising multidisciplinary teams.
- Experience in vendor negotiations and contract management.
- Excellent organizational, communication, and interpersonal skills.
- Strong understanding of privacy legislation and risk management.

Assets

- Knowledge of refugee/immigrant settlement sector.
- Experience with government-funded programs and IRCC reporting.
- Second language (French, Arabic, Amharic, Somali, Ukrainian, Dari, etc.).
- Experience in unionized workplaces.
- Project Management certification (e.g., PMP) or training.

CONDITIONS OF EMPLOYMENT

- Clear Police Record Check (Vulnerable Sector) and Child Abuse Registry Check.
- Valid driver's license and reliable transportation.

BENEFITS:

- Welcome Place offers a comprehensive benefits package with extended health, dental, LTD, Life and AD&D insurance, matched pension plan, parking.

SALARY: \$65,000 - \$75,000

APPLICATION PROCESS:

Welcome Place is committed to building a diverse and inclusive workplace. We actively encourage applications from candidates who identify as members of equity-seeking groups, including (but not limited to) Indigenous peoples, racialized communities, persons with disabilities, women, and members of 2SLGBTQIA+ communities.

Please submit your resume and cover letter **that clearly states:**

- **Position Title**
- **How you meet the qualifications, education and experience criteria**

Email in confidence to:

Human Resources
Manitoba Interfaith Immigration Council Inc.
Email: careers@miic.ca

Deadline: Open until 4:00 PM September 4, 2025