

Rich in history, the Provincial Exhibition of Manitoba was established in the agricultural community of Brandon, Manitoba in the year 1882. Through the production of three annual fairs, this volunteer lead organization showcases agriculture and links urban and rural through education and awareness while providing entertainment, community pride, and economic enhancement to the region. The Provincial Exhibition is governed by a Board of Directors and currently, the day-to-day operations are administered through just two full-time staff. The Provincial Exhibition office is located in the historical Display Building No. II at 1200-13th St. in Brandon, which is also a 1913 designated Canadian heritage site.

The Provincial Exhibition of Manitoba plays a pivotal role in showcasing the importance of the agricultural industry in our region. Studies indicate that the organization has an economic impact of approximately \$18 million dollars annually (per a 2014 report) to the city of Brandon, Manitoba, Canada. During each fair additional part-time staff and hundreds of volunteers work together to produce each event.

What you will do:

Oversee accounting operations. Your top priority is to be intimately aware of cash flows, revenue & investments, budget projections, and all moving financial pieces in the organization while keeping the General Manager and Provincial Exhibition Executive informed and armed with the financial data they need to make impactful business decisions. In collaboration with the General Manager and the Provincial Exhibition Executive. You will liaise and coordinate with employees and bookkeepers to ensure all journal entries, reconciliations, accounts payable and accounts receivable activities are accurately completed on a monthly basis

Financial reporting & audit preparation. You will prepare and process all financial documents, reports and activities relating to the administration and operation of the organization. This includes statutory filings, income and expense statements, balance sheets, cash flow statements. You will present relevant financial information to the Provincial Exhibitions Board of Directors and are expected to support your findings and the information you are presenting. You will lead the team through all required audits by being the point of contact for external auditors, answering their questions and preparing the requested documentation in advance.

Keen on keeping detailed and accurate records. you will assist in overseeing the various departmental and project budgets and how they roll up together in relation to the greater financial picture. With a variety of fundraises and events hosted by the Provincial Exhibition it's important that you have a firm understanding of how money moves within the Provincial Exhibition at any given time. Your financial expertise will be required when providing input for monthly Board of Directors meeting and generating reports and preparing proposals for new funding applications. As the person managing all this information, you also need to be looking ahead in order to identify potential problems and areas of concern so the team is able to react.

About you:

You are detail-oriented; you realize that taking the time to pay attention to the details will reward you in the end. Your digital files all follow consistent naming conventions and you can present receipts for any expense. While you know how to accurately put together various budgets.

You can keep calm during a storm; While you're a level-headed person, you know how to handle uncertainty when things can get messy. Though you're precise with your work, you understand that priorities often change with little notice and you're comfortable working with ambiguity. You are able to rearrange your schedule accordingly and if you need help, you have no problem reaching out for a hand.

You are an exceptional communicator & collaborator; you know how to confidently and impactfully engage in a way that resonates with your audience- whether it be in answering questions from employees concerning benefits or questions from the Board of Directors concerning financial data you have shared. You are thoughtful and confident in your messaging and are able to readily recall details in support of the information you're presenting.

You set others up for success; you thrive when the people you work closely with are performing successfully and you take care to arm others with the information and tools, they need to make their own lives easier. While you may or may not have non-profit experience, you understand the value of supporting an organization making an impact on Agricultural awareness in our community.

You are professional, discrete, and data-driven; you understand you will be handling confidential information and will often be a key voice to external stakeholder groups. While empathetic in nature, you can also be objective when needing to relay procedural information.

Requirements:

A CPA/CA/CMA/CGA designation is required.

Experience using accounting software is required; we expect you'll be able to translate any accounting software experience you have to new/different technologies. Provincial Exhibition is currently using QuickBooks.

Why work with us:

The Provincial Exhibition of Manitoba, a registered agricultural society, is a non-profit charitable organization with the purpose of showcasing agriculture and linking urban and rural through education and awareness while providing entertainment, community pride, and economic enhancement to the region.

Please email your cover letter and resume with references to president@provincialex.com