



Job Description – Manager of Finance and Operations

Position Title: Manager of Finance and Operations

Reports to: Executive Director

Direct Reports: 1+, and external bookkeeper

Job Location: Physical office with opportunity for hybrid work

Employment Type: 1.0 FTE

Job band: Manager

Salary Range: \$60,000.00 to \$80,000.00 annually, plus benefits (see expanded below)

Overview

Kawartha Land Trust (KLT) is a land conservation charity that protects natural and working lands for future generations. Our mission is to care for the lands entrusted to us and help others protect the land they love in the Kawarthas.

Founded in 2001, KLT protects and cares for thousands of acres of ecologically diverse lands. Our public access nature reserves welcome thousands of residents and visitors each year and our community events provide experiential and educational opportunities in nature.

All land in the Kawarthas is interconnected. KLT's growing Partners in Conservation program allows us to increase our impact for nature on our shared landscape by working with landowners on land care initiatives throughout the region.

With your support and that of our donors, volunteers, and funders, we can ensure more natural spaces in the Kawarthas are preserved forever.

KLT works within Michi Saagiig Nishnaabeg territory. We are committed to strengthening our understanding of our treaty responsibilities and finding opportunities to collaborate with Williams Treaties First Nations in the spirit of reciprocity.

Opportunity Summary

Kawartha Land Trust (KLT) stands at a transformative moment in its growth. For over two decades, KLT has worked alongside landowners and local communities to protect the ecologically significant lands and waters that define Peterborough and the Kawarthas. During this time, KLT has experienced tremendous growth in its staff, volunteers, acres protected, and operational budget and is laying the foundation for its next phase of growth. This is an exciting opportunity for the right candidate who is eager to learn from our existing processes, apply their insights to refine our systems, and be part of a tight-knit, collaborative team making a positive impact by conserving ecologically important lands for future generations.

Reporting to the Executive Director, the Manager of Finance & Operations is a core leadership role responsible for the financial health, people operations, administrative infrastructure, and regulatory compliance of the organization. This position provides strategic and practical financial leadership—driving full-scope budgeting, audit execution, revenue forecasting, and capital allocation—while building operational capacity across HR, IT, governance, and facilities. By fine tuning existing systems, maintaining KLT's strong organizational culture, ensuring compliance, and providing timely forecasting, you ensure the organization operates ethically, efficiently, and sustainably.

As a member of the Leadership Team, you will manage a small team of staff and an external bookkeeping vendor.

Key Responsibility Pillars

Lead Financial Management, Forecasting & Audit: Provide comprehensive financial leadership by directing core accounting operations through supervision of the Bookkeeper, managing external audits, building long-term cash flow models, and delivering actionable financial intelligence to senior leadership and the Board.

- Supervise and manage the Bookkeeper, establishing clear accounting workflows, reviewing journal entries, approving monthly account reconciliations, and ensuring timely, accurate financial processing. Including, but not limited to general ledger integrity, restricted/endowment fund accounting, payroll, and government filings (T4s, T4As, T3010, HST remittances).
- Lead the full year-end audit process as the primary liaison with external auditors, preparing audit workpapers and finalizing audited financial statements.
- Build dynamic multi-year financial forecasts and cash flow models that track realized/pipeline revenues, multi-year grant cycles, loan repayments, capital projects, and land acquisitions.
- Lead annual operating and capital budget development in close collaboration with the Executive Director and program leads.
- Prepare regular financial reporting packages and variance analyses for the Executive Director, Treasurer, Board of Directors, and fundraising teams.
- Maintain internal control frameworks, review disbursements, approve journal entries, and support investment management with the Board Chair/Treasurer.

Manage Facilities & Capital Projects: Responsible for physical office operations, facility rentals, vendor/partner contracts, and joint health and safety requirements are met.

- Manage office infrastructure, supplies, phone systems and similar to support a thriving hybrid workplace.
- Oversee health and safety obligations (OHSA) across both office and field environments.
- Oversee facility leases, service agreements, and project management for capital asset improvements or repairs.

Oversee People Operations & Workplace Culture: Manage end-to-end HR administration, employee support programs, compliance, and equitable talent practices to foster a healthy organizational culture.

- Lead recruitment administration, onboarding, offboarding, performance evaluation cycles.
- Encourage and track professional development opportunities in collaboration with staff Supervisors.
- Foster a supportive and inclusive workplace culture that adheres to KLT's values and Code of Conduct & Ethics.
- Administer staff benefit plans, leave tracking, lieu time accruals, disability claims, and professional development record.
- Manage government employment grant programs (e.g., Canada Summer Jobs) from application through reporting and compliance.
- Participate as an active member on KLT's DEI working group.

Provide Governance, Risk & Legal Oversight: Oversee governance support, maintain risk management frameworks, oversee insurance coverage, and ensure full legal and sector compliance.

- Manage Board, Board committees, and AGM logistics, including agendas, staff reports, minutes, governance records, and Board portal administration.
- Maintain the organizational Risk Register and execute operational, legal, and compliance risk-mitigation strategies.
- Oversee corporate insurance policy renewals (D&O, General Liability) and maintain physical and digital legal document archives.
- Ensure Agreements are in place to protect confidentiality and data security when working with external partners.
- Ensure compliance with KLT policies, the Canadian Land Trust Standards & Practices and other CNCA and CRA requirements.

Direct IT Infrastructure & Digital Systems: Supervise organizational technology, CRMs, data security protocols, digital platforms and ethical AI integration across the workplace.

- Responsible for external IT service providers, ensuring infrastructure meets security and operational needs.
- Enforce protocols for user access, cybersecurity, data privacy, AI tools, and digital document retention.
- Ensure database/CRM's optimizes operational, stewardship, securement, financial, and fundraising tools.
- Responsible for staff training and user adoption of IT tools.

Leadership & Operations

- Ensure all actions support KLT's Mission, Vision, Values and Strategic Plan
- Take full responsibility and accountability for goals in your area including budget management, health and safety, staff and volunteer management, and compliance with internal and external policy and certification needs

- Contribute to strategic leadership and provide hands-on management of programs and projects within your portfolio
- Mentor and manage the Finance and Operations team, including workload prioritization and performance evaluation and management, fostering an analytical, collaborative environment centered on achieving measurable planning outcomes.
- Develop and manage the annual operational plan and both annual and capital budgets for all areas of the department and lead the development of annual work plans for department staff.
- Regularly review existing policies and recommend updates and refinements, or new policies, as needed.
- Anticipate, assess, and mitigate legal, financial and reputational risks associated with the department.

Desired Level of Skills, Experience and Education

(We recognize this is job requires a lot of competencies. There is room to grow skills on the job, so if you are hungry to learn and believe you have the majority of skills below, we encourage you to apply)

Finance Expertise:

- Solid working knowledge of Canadian GAAP, specifically ASNPO (Accounting Standards for Non-for-Profit Organizations)
- Post-secondary education in finance or accounting, business administration or management; or commensurate experience.
- Demonstrated understanding of both general operations management principles and financial statements with multiple fund accounting, and their application to not-for-profit organizations, with the ability to analyze reports and provide accurate forecasting.
- 5 years of experience in the field, including experience in a not-for profit charitable organization.
- Strong knowledge of Canadian charity regulations (CNCA), and CRA reporting requirements.

HR and People Management

- Strong social intelligence with a demonstrated ability to communicate effectively with a diverse range of individuals and groups, lead staff and work collaboratively with others.
- Experience overseeing HR functions and cultivating collaborative work cultures.
- Proven track record leading staff.
- High level of integrity, discretion, confidentiality and commitment to equity, inclusion and organizational values.

Governance & Compliance

- Knowledge of the Canadian Land Trust Standards and Practices, and CNCA and CRA related requirements for charities.
- Knowledge of Ontario employment legislation
- Experience working with boards and policy development

IT Skills:

- Solid understanding of digital and technical needs of an organization and the ability to know when to outsource for additional expertise.

Education:

- CPA Designation or working towards (or equivalent experience) strongly preferred
- Post-secondary degree, and/or demonstrated commensurate knowledge, in finance or accounting, business administration/management or related discipline.

Compensation

- Ability to flex time throughout the week and work in a hybrid remote-work office.
- 10 paid sick days per year.
- Health and Dental benefits after a 3-month probation.
- GRSP program with 3% employee match eligibility at 6-months.
- 5 Occupational Days (discretionary personal days, not to be taken in succession or combined with vacation days)
- Professional development opportunities available and encouraged.
- Working in a supportive office with passionate people who care about the environment and their co-workers.

Health and Safety

- Kawartha Land Trust is committed to providing a safe and healthy work environment for all staff. Health & safety training is part of the standard onboarding procedure, and embedded in work culture.

Additional Information

- Must be legally entitled to work according to relevant provincial/territorial legislation;
- Have a valid G2 license and access to a personal vehicle (mileage will be compensated);
- Must be prepared to work some evenings and weekends.

Application Process

- Your application should include your resume and a cover letter as a single pdf with the following file name format: Last Name, First Name_ KLT Manager of Finance & Operations
- In your cover letter, please include:
 - A summary of why you think the work of Kawartha Land Trust is important, what inspires you, and what you hope to contribute to the role and organization.
 - Address how your skills and qualifications relate to the role's tasks and responsibilities.
 - Email your application to info@kawarthalandtrust.org by 12:00 (noon), October 19, 2026, with the subject line "Manager of Finance & Operations".

Kawartha Land Trust welcomes your interest in this opportunity to make an impact on one of Canada's most outstanding landscapes and engage with a committed community of supporters.

KLT values diversity, equity, and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process.

Thank you for your interest in Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.

For more information about Kawartha Land Trust, please visit us at www.kawarthalandtrust.org.
