LIFESAVING SOCIETY®
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

Lifesaving Society Canada is a national charity and volunteer organization with over 100 years of experience as the "lifeguarding experts" working to prevent drowning and water related injury. Annually, over 1,700,000 Canadians participate in our swimming, lifesaving, lifeguard and leadership training programs. As Canada's lifeguarding expert, the Lifesaving Society sets the standard for aquatic safety and certifies Canada's National Lifeguards.

Lifesaving Society Canada is looking for a Financial Consultant who will oversee the Society's financial management processes, ensuring accuracy, compliance, and fiscal responsibility. Working within a fund accounting framework, the consultant will maintain up-to-date accounting records, manage payroll, prepare timely financial statements, participate in the audit process, and assist the CEO in the development of the annual budget. This role is ideal for a professional with experience in not-for-profit fund accounting.

Job Type:	Consultant (approximately 2 days or 16 hours/week) A bookkeeping firm would be considered for this position.
Location:	Remote within Canada, occasional travel within Canada may be required.
Reporting to:	Chief Executive Officer (CEO)
Contract Type:	Consulting Agreement
To apply:	Send Resume, Cover Letter and hourly consulting wage in confidence to Wendy Schultenkamper, Chief Operations Officer at wschultenkamper@lifesaving.ca
Application Deadline:	5:00 p.m. (Eastern) November 26, 2025 (mark Subject Line as Financial Consultant)

Job Description

Key Responsibilities

- Accounting and Financial Management
  - Maintain accurate records in compliance with the Lifesaving Society's financial policies.
  - Manage and maintain the chart of accounts in accordance with the Society's fund accounting structure.
  - Issue payment cheques, invoices, and charitable receipts.
  - Process payroll.
  - Complete month-end and year-end close processes.
  - Prepare monthly reconciliations and maintain supporting schedules for all accounts.
- Reporting and Compliance
  - Compile and prepare monthly, quarterly, and annual financial reports, ensuring compliance with Canadian accounting standards for not-for-profit organizations.
  - File returns and reports with the Canada Revenue Agency, Statistics Canada, and other relevant government institutions.

- Grant funding compliance to include monitoring and reporting on grant expenditures to funders.
- Prepare and maintain the financial documentation for the annual audit, liaising with external auditors as required.
- Assist the CEO in developing the annual operating budget and multi-year financial forecasts.
- Identify and notify the CEO of any budget variances and risk management (e.g. specifying oversight of cash reserves, investment policies, or insurance coverage).
- Implement and ensure adherence to financial policies and procedures to strengthen internal controls.

- Strategic Support and Advisory
  - Provide financial insights and analysis to support the Society's decision-making and strategic priorities.
  - Complete application package(s) for external grants and funding opportunities.
  - Advise on process improvements, internal controls, risk management, and cash flow optimization.

Deliverables

- Timely and accurate processing and recording of accounts payables, accounts receivables, payroll transactions to ensure posting to the correct accounting period.
- Financial statements and reports (i.e. Balance Sheet, Income Statement, Statement of Cash Flows, Fund Balance Report, etc.) as required.
- Working with the CEO, produce quarterly financial projections to year-end.
- Support the annual budget process, including establishing the approved budget in the organization's accounting system.
- Support the annual (external) financial audit by producing/providing all necessary data, reconciliations, schedules, and supporting documentation to ensure audit timelines are met
- Other financial reports as requested by the CEO, Board of Directors, or funding bodies.
- Identify systems and process improvement, recommending enhancements to accounting systems or workflows.

Qualifications

- Education and Certification
  - Undergraduate degree in accounting, finance, or related field.
  - Professional accounting designation (CPA) is considered an asset.
  - Payroll Compliance Professional (PCP) designation is considered an asset.

- Experience
  - Minimum 5 years of progressive accounting or financial management experience, preferably in a not-for-profit organization using a fund accounting model.
  - Proven ability to prepare financial statements, manage budgets, and handle audits.
  - Experience with Canadian not-for-profit financial reporting, CRA filings, and government compliance.

- Skills and Competencies
  - Strong understanding of Accounting Standards for Not-for-Profit Organizations (ASNPO) and fund accounting principles.
  - Excellent analytical, organizational and communication skills (e.g. present results to the Board or committees); and ability to work independently and meet deadlines.
  - Proficiency with accounting software (e.g., QuickBooks Online, Payworks, or similar) and Microsoft Office (Office, Excel).
  - Financial modeling.

Work Conditions and Responsibilities

- Accounting software and travel expenses necessary to carry out the mandate are the responsibility of the Lifesaving Society Canada.
- Workspace, technology, and IT support, other than accounting software, are the responsibility of the Consultant.

Term and Reporting

- The contract term will be 12 months, with possible renewal.
- The Financial Consultant will report directly to the Chief Executive Officer (CEO).