

JOB PROFILE: Finance and Loans Administration Manager

Are you a detail-oriented financial administrative professional with a heart for Indigenous prosperity? Do you excel at bringing order to complex loan portfolios, managing accounting workflows, and serving clients with empathy and precision? Two Rivers Community Development Centre is seeking a **Finance and Loans Administration Manager** who thrives at the intersection of operational structure, financial integrity, and community impact. If you take pride in maintaining precise financial records, supporting organizational decision-making, and helping Indigenous entrepreneurs build sustainable success, this opportunity is the perfect fit for you.

The Organization

The Two Rivers Community Development Centre (Two Rivers) is an Aboriginal Financial Institution that supports Indigenous entrepreneurs in South/Central Ontario. Our vision is to build Aboriginal prosperity by providing financial support and business advisory services to Indigenous owned and controlled businesses in our service area.

Primary Contribution

The Finance and Loans Administration Manager exists to **safeguard the financial integrity and operational efficiency of Two Rivers' loan portfolio and internal accounting processes**. By managing loan lifecycle records, coordinating accounting systems, and supporting board reporting, this role ensures accurate tracking, regulatory compliance, and high-quality administrative service. In doing so, the Finance and Loans Administration Manager provides essential foundation support that empowers Indigenous businesses and advances community economic development.

Responsibilities

- **Loan Administration & Portfolio Management**
 - Maintain complete, accurate, and confidential physical and digital loan portfolio records.
 - Track incoming payments, issue client statements, and manage account inquiries or reminders.
 - Prepare and oversee loan documentation, including promissory notes, credit checks, PPSA registrations, and insurance.
- **Financial & Accounting Operations**
 - Prepare monthly financial documentation and trial entries using SAGE accounting software.
 - Reconcile accounts, track grant Accounts Receivable, and process approved EFT payments and cheques.
 - Maintain Excel tracking files and facilitate annual audit preparations with external auditors
- **Office & Banking Administration**
 - Oversee daily banking activities, including deposits, bill payments, and maintaining banking supplies (cheques, deposit books).
 - Maintain digital and physical filing systems for all accounts, invoices, receipts, and formal correspondence.
 - Manage incoming/outgoing mail, document scanning, and general office workflow support.
- **Reporting & Governance Support**
 - Prepare detailed loan activity and portfolio status reports for Board of Directors meetings.
 - Assist leadership in coordinating Board meetings and accurately recording official meeting minutes.

- Support internal reporting, business directory maintenance, and program administration.

Reporting Structure, Work Setting, And Compensation

Reports to: Chief Executive Officer

Direct Reports: 0-1

Environment: Primarily office-based with flexibility for remote work as approved. Occasional travel within the service area for workshops, training, outreach, and professional development.

Hours: Full-time, Monday to Friday

Compensation: \$60,000 – \$80,000 per annum (commensurate with experience), plus a modest benefits package and travel reimbursement.

Qualifications

- **Experience:** 2–5 years of experience in financial administration, lending administration, bookkeeping, or credit union/banking operations. Experience within an Indigenous Financial Institution (IFI) or non-profit setting is highly valued.
- **Software & Technical Skills:** Proficiency with accounting software (SAGE), specialized lending platforms (TEA / CommonGoals or FERN / Faasbank), and advanced Microsoft Excel skills.
- **Education:** Diploma or degree in Business Administration, Finance, Accounting, or a related field. Equivalent practical experience will also be considered.
- **Financial Controls:** Demonstrated understanding of loan portfolio management, security documentation (PPSA, credit checks), financial controls, and audit preparation.
- **Cultural Competency & Indigenous Context:** Familiarity with Indigenous business development and cultural contexts. Preference will be given to Indigenous candidates and individuals with lived experience in Indigenous communities.
- **Key Attributes:** Excellent organizational skills, meticulous attention to detail, strong written/verbal communication, and the ability to maintain strict confidentiality while managing competing priorities.

To Apply

Please submit your resume and a cover letter:

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