



JOB TITLE:	Senior Finance Officer	JOB CATEGORY:	Finance
Department /Group:		Job code/Req#:	n/a
Location:	Fully remote, in Canada. Applicants must be eligible to work in Canada permanently.	Travel required:	Once annually
Level/Salary range:	\$90,000.00 - \$100,000.00	Position type:	FT Permanent
Language:	English, French (asset)	Job Details:	Full time, 35 hours per week
Hours:	Typically, EST 9AM-5PM		
Benefits	Monthly benefit top up for use with own plan, home office support, internet support, professional development, annual vacation, annual increases based on performance.		

APPLICATIONS ACCEPTED BY:

Fax or Email: jobs@aruccnationalnetwork.ca

Subject line: Application – Senior Finance Officer

ABOUT ARUCC AND MYCREDS/MESCERTIF

The Association of Registrars of the Universities and Colleges of Canada (ARUCC) is a national non-profit organization representing registrarial and enrolment services professionals across Canada. ARUCC provides leadership in the development of best practices, policy, and innovation in support of learner mobility and student success. MyCreds® | MesCertif®, a non-profit owned by ARUCC, is Canada’s national digital credential network. The platform enables secure issuing, sharing, and verification of official digital documents, credentials, and learner records across post-secondary institutions and beyond. Operating at scale and continuing to grow, MyCreds supports a complex, high-volume transaction environment serving institutions and learners across the country.

The MyCreds | MesCertif team is committed to fostering an inclusive environment where all team members and clients feel valued, respected, and supported. We embrace diversity in all its forms and believe that it strengthens our team and enhances our ability to serve all network users. By embracing our differences, we contribute to a more equitable and inclusive society.

POSITION SUMMARY

- Reporting to the Executive Director, the Senior Finance Officer is responsible for providing full financial oversight, reporting, and reconciliation support across both MyCreds and ARUCC.
- This is a senior-level, operationally embedded finance role focused on:
 - financial integrity
 - reconciliation accuracy
 - audit readiness
 - reporting consistency
- The role ensures that financial data, processes, and controls are reliable, consistent, and aligned across both organizations.
- While the nature and volume of work differ between MyCreds and ARUCC, the role applies consistent financial practices, controls, and reporting standards across both portfolios.
- The Senior Finance Officer works closely with both Executive Directors, the Finance & Operations Coordinator and with external financial partners. The role does not hold financial authority but acts as a financial backup to the Executive Director.

SCOPE OF RESPONSIBILITY

- The responsibilities outlined below apply to both MyCreds and ARUCC.
- Workload distribution reflects operational scale, with approximately:
 - 80% focused on MyCreds
 - 20% focused on ARUCC

KEY RESPONSIBILITIES

Financial Oversight & Reporting

- Prepare and review monthly financial reports
- Support development, monitoring, and forecasting of budgets
- Provide financial analysis and insights to support decision-making
- Ensure accuracy, consistency, and integrity of financial reporting across both organizations

Reconciliation & Financial Controls

- Oversee reconciliation processes across revenue streams and transactions
- Validate financial data in a high-volume transaction environment
- Identify discrepancies and support resolution
- Strengthen and maintain financial controls, documentation, and audit trails

Audit & Compliance

- Coordinate annual audit preparation and supporting documentation
- Ensure audit readiness through accurate and complete financial records
- Liaise with auditors and support audit processes across both organizations

Contract & Vendor Financial Oversight

- Review financial components of contracts and service agreements
- Support validation of vendor invoices and billing processes

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- Provide financial analysis related to vendor relationships and cost structures

Financial Systems & Process Improvement

- Identify gaps or inefficiencies in financial processes and data flows
- Support improvements to reconciliation processes and financial data integrity
- Contribute to financial system enhancements and alignment with operational workflows

Team Coordination

- Work with the Finance & Operations Coordinator and ARUCC team
- Provide guidance on transactional finance processes and workflow execution
- Ensure alignment between financial oversight and operational processes
- Support consistency of financial practices across MyCreds and ARUCC

APPLICATION ACROSS PORTFOLIOS

- **MyCreds:** Focus on high-volume transaction reconciliation, billing validation, revenue processes, and operational financial complexity
- **ARUCC:** Focus on financial reporting, budgeting, audit coordination, and oversight of externally managed transactional processes (management company and bookkeeper)

GOVERNANCE & ACCOUNTABILITY

- The Senior Finance Officer does not hold independent financial authority
- Financial authority and accountability remain with the respective Executive Directors
- The role provides:
 - financial oversight
 - validation
 - reporting support
- The role also acts as a financial backup to the Executive Director where required.

WORKING MODEL

- Reports to the Executive Director, MyCreds
- Works with the Finance & Operations Coordinator and Executive Director, ARUCC
- Provides coordinated financial support across both organizations
- Work is prioritized based on operational volume and complexity

EXPERIENCE & EDUCATION REQUIREMENTS

- CPA designation or CPA-track strongly preferred
- 5–8+ years of progressive experience in accounting or finance roles
- Demonstrated experience with full-cycle accounting and financial reporting
- Experience in a small to mid-sized organization, nonprofit, or growth-stage environment
- Strong experience with transaction-level reconciliation, including high-volume or complex datasets
- Hands-on experience with non-ERP systems (e.g., QuickBooks or similar)
- Experience working with manual or semi-automated financial processes and improving data integrity
- Experience supporting audit preparation and working with auditors
- Experience reviewing financial components of contracts and vendor agreements is an asset
- Experience supervising or mentoring staff is an asset

SKILLS & COMPETENCIES

- Advanced spreadsheet skills (Excel), including working with large datasets and reconciliations
- Strong working knowledge of accounting systems (e.g., QuickBooks or similar)
- Ability to operate effectively in non-ERP environments
- Strong analytical and problem-solving skills, especially with incomplete or inconsistent data
- High attention to detail and accuracy
- Ability to manage and interpret complex financial data across multiple sources
- Strong organizational and prioritization skills
- Ability to work independently and collaboratively in a remote environment
- Strong communication skills, including explaining financial information to non-financial stakeholders

ADDITIONAL NOTES

This role is suited to a finance professional who is comfortable working hands-on in a high-volume, evolving environment. This is a 100% remote role. Applicants must be eligible to work in Canada on a permanent basis. No agencies please. Education and employment are subject to verification. Successful candidates are required to undergo a criminal background check as a condition of employment.

**REVIEWED
BY:**ARUCC Board
Representative**DATE:****Approved
by:**Executive Director,
MyCreds/MesCertif,
Executive Director
ARUCC**Date:**

03/20/2026

**Last
updated by:**Executive Director,
MyCreds/MesCertif,
Executive Director
ARUCC**Date/Time:**