WCEBP WINNIPEG CIVIC EMPLOYEES' BENEFITS PROGRAM

CAREERS

WHO WE ARE LOOKING FOR:

The Winnipeg Civic Employees' Benefits Program is seeking an experienced and solutions-driven Manager, Finance (CPA) to lead our financial operations and strengthen internal controls that support the organization's strategic goals. Reporting to the Corporate Controller, this role is ideal for a detail-oriented individual who excels at problem-solving, driving process improvements, and delivering exceptional support across a dynamic environment.

If you are a collaborative, professional, and ethical finance leader who demonstrates discretion, sound judgment, integrity, and confidentiality while fostering a positive and accountable team environment, this is an excellent opportunity to make a meaningful impact and advance our mission of financial sustainability and service excellence.

OUR COMMITMENT TO YOU:

- We are a team of dedicated professionals striving to create one of Canada's best-managed pension plans.
- We offer opportunities for continuous learning and leadership growth.
- We support your well-being through comprehensive physical, mental, and financial wellness programs.
- We are committed to Diversity, Equity, and Inclusion, fostering a workplace where everyone thrives.

WHAT WE OFFER YOU:

- A competitive salary and benefits package that includes vision and dental coverage, optional extended health benefits, generous vacation allotment and a defined benefit pension plan.
- Flexible work hour options.
- Employee & Family Assistance Program (EFAP).
- Training and mentoring to support your career development with us.
- A growth trajectory that extends upward and outward, providing you with supplemental education and encouraging you to develop new skills.
- A strong work-life balance.

ABOUT THE *WCEBP*

With origins dating back more than 100 years, *The Winnipeg Civic Employees' Benefits Program* is comprised of a multi-employer pension plan with defined benefit components, and a long term disability plan. The City of Winnipeg and eight other employers participate in the *Program*. WCEBP also provides day-to-day administration services to the *Winnipeg Police Pension Plan (WPPP)*. Combined, WCEBP provides administration services to over 22,000 active and retired members and manages approximately $10 billion in assets.

The *WCEBP* is committed to integrity, service excellence, and operating in the best interest of our Members. Our Vision is to be considered by Members and industry peers as one of the best-managed pension plan organizations in Canada.

WHAT YOU WILL DO:

Financial Reporting and Analysis:

- Prepare accurate and timely quarterly and annual financial statements for WCEPP and WPPP, ensuring compliance with GAAP and full supporting documentation.
- Maintain general ledgers, reconcile accounts, and provide detailed variance and financial analysis.
- Complete all required government and tax filings, ensuring accuracy and compliance.

Internal Controls, Compliance and Investment Accounting:

- Identify control deficiencies and recommend improvements to mitigate risk and prevent potential fraud and error.
- Maintain and strengthen the financial frameworks to ensure accuracy, completeness and compliance with legislation, trust agreements, and Plan by-laws.
- Oversee investment accounting and reconciliations, including manager fees, investment returns, and portfolio transactions across multiple external managers.
- Support financial reporting for the Annual Report to Members and other Board materials.

Payroll and Budget Support:

- Process Board staff payroll, calculate cost-of-living adjustments, and various interest rates for the pension administration system.
- Assist in preparing annual administration and capital budgets for all plans and contribute to salary variance analysis and year-end reporting.

Cash Management:

- Monitor cash flow and bank reconciliations, ensuring sufficient liquidity for plan operations.
- Authorize wire payments and co-sign cheques as a designated signing authority.
- Oversee member payment processing and compliance with contribution limits and taxation requirements.

Leadership and Collaboration:

- Manage and delegate work to finance team members.
- Mentoring and promoting high performance, accountability, professionalism and collaboration within the team.
- Collaborate with auditors, investment managers, actuaries, IT, and internal stakeholders to ensure financial data accuracy and system integrity.

WHAT WE ARE LOOKING FOR?

- CPA designation in good standing with a Bachelor's degree in Accounting, Commerce or related discipline, and 5–7 years of relevant experience, preferably with pension/benefit plans.
- Strong analytical, problem-solving, and financial reporting skills, with the ability to interpret complex financial information.
- In-depth knowledge of accounting systems, internal controls, compliance requirements, and regulatory frameworks.
- Working understanding of investment accounting, financial markets, and valuation principles.
- Proven supervisory experience with the ability to coach, develop, and motivate staff, and manage multiple priorities independently.
- Excellent communication skills, discretion with confidential information, and commitment to continuous learning in pension, benefits, and accounting standards.

WHAT IS THE COMPENSATION?

$116,725 – $155,633 (based on qualifications and skills)

We thank all applicants, but only candidates selected for an interview will be contacted. Prior to starting employment with WCEBP, the selected candidate will be required to successfully complete a background check, which may include proof of education/qualifications and a criminal record check.

READY TO APPLY?

Please submit your cover letter and resume outlining your qualifications to WCEBP Human Resources by emailing Suzanne Buckley: sbuckley@winnipeg.ca by **November 10, 2025.**