



Position Title: Manager of Finance
Position Type: Permanent, Full Time (37.5 hours per week)
Reports To: Director of Operations (DOO)
Salary: Range: \$77,000 to \$90,000

Key Responsibilities:

Accounting Functions

- Oversees full cycle accounting duties of finance team as the Manager of Finance for the charity
- Creates annual budget in collaboration with CEO, DOO and Director of Resource Development. Annual operating budget (\$4M - \$5M); includes multiple revenue sources and expenditures allocated across government funded programs
- Oversight of payroll processing for approx. 50 employees
- Oversight of accounts payable; receivable/journal entries/bank reconciliation
- Remains apprised of changes in accounting standards, making recommendations to the CEO and DOO.
- Ensures compliance with internal controls, financial policies and procedures and generally accepted accounting principles
- Maintains all financial records for the charity

Financial Reporting

- Prepares monthly, quarterly, annual and program specific financial statements for internal and external reporting to stakeholders
- Quarterly presentation of financial statements (P&L, Balance Sheet, and Financial Analysis) to the Board of Directors and Finance and Audit Committee
- Prepares cash flow forecasting

Government Reporting and Remittances

- Prepares quarterly reports for government stakeholders for program related funding including the Ministry of Health and Long Term Care (LHIN/HACCS)
- Completes reconciliations for one-time government funding, including federal wage subsidies and grants, provincial wage enhancements and minor capital funding
- Oversight of completing all payroll reporting; T4's, ROEs, WSIB remittance and EHT
- Oversight of preparation of HST return semi-annually
- Oversight of reconciling all donation and event revenue, and completes the annual Registered Charity Information Return (T3010) required by CRA



Tax Accounting

- Oversee the year-end preparations; completes accruals and adjusting entries, calculates amortization and depreciation for capital assets, and reconciles board designated funds
- Liaises with external auditors in the preparation of audited financial statements
- Monitors and ensures compliance with accounting standards in the utilization of deferred revenue and tax receipting compliance according to CRA guidelines

Manager is expected to participate in and contribute to strategic planning for the finance department, in collaboration with the senior leadership team.

Performs other related duties as assigned.

To Apply: Send cover letter and resume to Kimberley Goring kimberleyg@philipazizcentre.ca

Closing date for applications: Feb 29, 2024

