



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Manager, Accounting and Finance

Classification: Regular Fulltime Location: 30 College St.
Hours: 35 hrs/wk.

Position Summary

Under the direction of the Director of Finance and Administration, the Manager of Accounting and Finance is responsible for overseeing all accounting functions and payroll administration. The position is primarily responsible for financial reporting to a multitude of funders, preparing and monitoring budgets and financial statements, and taking the lead on the annual external audit. The position will ensure adherence to accounting standards and the implementation and ongoing review of internal control practices.

Main Responsibilities

- Provide direct supervision to accounting and payroll staff; including hiring, determining work priorities, assigning duties, providing direction and training, setting performance standards, and conducting performance appraisals.
- Preparation of annual budgets, forecasts and budgets for funding proposals.
- Preparation and analysis of monthly financial statements.
- Responsible for timely financial reporting to funders, Management and the Board of Directors.
- Monitoring cash management and payments, and preparing ongoing cashflow report.
- Review of bi-weekly payroll, policies and supporting documentation.
- Development and implementation of internal controls and departmental procedures.
- Lead contact for funder and external financial audits.
- Pension administration and annual report.
- Assume other duties applicable to accounting and finance

What we are looking for

- Accounting Designation: CPA/CGA/CMA program.
- Minimum of five years related experience, preferably in a mid-sized, multi-service social service agency, showing a progression towards greater responsibility and supervision.
- Pass a Vulnerable Sector police check.
- A high level of literacy in Indigenous culture and in urban Indigenous issues would be an asset.
- Must be highly computer literate and proficient in using computerized accounting software, specifically ACCPAC and/or Oracle.
- Experience with system conversion, upgrade and/or implementation.
- Knowledge of payroll/HR legislation and practices.
- Proficient in using spreadsheet, word processing and database programs.
- Must have excellent written, verbal and analytical skills and the ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Leadership skills.
- An outgoing personality with excellent communication/interpersonal skills and an ability to work well in a tightly knit team environment.
- Professionalism, initiative and respect for confidentiality.

If you are interested in this job opportunity, please apply by email on or before **March 30, 2018** hrncfst@nativechild.org quoting reference number **#18-03-05**

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

30 College Street, Toronto, Ontario M5G 1K2

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