



## **JOB POSTING # 1-2019**

# **Finance Manager (Permanent, Full time)**

*The Children's Aid Society of Haldimand and Norfolk has been providing protection, prevention and counselling services to children and families since 1896. The Society is funded by the Ministry of Children and Youth Services and is governed by a volunteer Board of Directors who represents the communities we serve. The agency office is located in Townsend, Ontario which is central to the region we serve in rural Southern Ontario (Haldimand and Norfolk Counties).*

### **Position Summary:**

Reporting to the Executive Director, the Finance Manager assists with the overall accounting and reporting functions of the CAS ensuring compliance with sound financial accounting practices. The Finance Manager is responsible for payroll, general ledger, reconciliations, taxation, financial reporting, budgeting and audits.

### **Main Duties and Responsibilities:**

#### **Finance Services Management and Monitoring**

- Assists the management team in the implementation of a Finance Strategy to ensure alignment with business objectives of the CAS
- Oversees accounting operations, financial processing and financial systems
- Ensures compliance with financial legislation, policies, procedures and adheres to various funding agreements

#### **Financial Reporting**

- Ensures timely financial analysis, reporting and statistical results against the financial plan
- Generates all financial reporting outputs
- Assists in the external audits including preparation of the various year-end reports
- Maintains the financial system up to and including the production of financial statements
- Prepares all reporting to Ministry and other external bodies

#### **Payroll**

- Oversees the preparation and distribution of all components of payroll to ensure a timely and accurate delivery of service
- Oversees year-end activities, including CRA year-end reporting, T4 and T4A information and summaries

#### **Leadership**

- Exemplifies and inspires behaviours, actions and attitudes that are consistent with CAS's vision, mission and values
- Attend Management meetings to determine financial impacts of service decisions and to provide analysis and support to the management team.
- Provides leadership for the operational success of the finance team
- Promotes a harassment and discrimination free work environment through ensuring that internal and external interactions are reflective of anti-oppressive practice

## **Knowledge, Education, Experience, Skills and Attributes:**

### **Qualifications**

- A recognized professional accounting designation (CPA) or an equivalent university degree with related experience.
- University degree preferred in Finance/Business Administration or related discipline
- Minimum 5 years related experience in progressively responsible accounting positions and a minimum of 2 years in a supervisory accounting position, preferably in a non-profit organization including supervision of payroll
- Excellent knowledge and use of accounting software such as Oracle in all accounting functions, reporting, etc.
- Strong knowledge of legislation governing accounting, payroll and child welfare activities in Ontario preferred

### **General Skills and Attributes**

- Excellent ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint, etc.)
- Solid knowledge of policy processes and evaluation techniques and proven ability to lead change and find creative solutions
- Excellent ability to think analytically with attention to detail in the presence of frequent interruptions
- Solid planning, time-management, multi-tasking and organizational skills
- Solid written, oral communication and interpersonal skills providing construction, meaningful and timely interaction with all levels of staff
- Excellent mentoring, coaching and communication skills to provide instructions and guidance to staff with respect to activities, challenges and questions
- Advanced understanding and commitment to quality service and best practice
- Ability to deal with highly sensitive and personal information in a confidential manner

**Salary:** Competitive salary and excellent benefits package

**Closing Date:** January 18, 2019 (4:30 pm)

**Applications, including covering letter and resume, should be forwarded to:**

**[Employment.Opportunities@cashn.on.ca](mailto:Employment.Opportunities@cashn.on.ca)**

**Please reference job posting number in the subject line of your email.**