

---

---

## Career Opportunity - Management Category

---

---

### Manager, Budgeting and Reporting

Management Job Class

Permanent

\$114,535 - \$143,089

The **Catholic Children's Aid Society of Toronto**, on behalf of the Catholic community is committed to providing social services that protect children and strengthen family life.

If you value human dignity, the courage and integrity to take a stand, partnership and teamwork, cultural, racial, and individual differences; and are committed to professional excellence and the well being of children, then contribute your talents as **Manager, Budgeting and Reporting**.

This leadership role will provide guidance and expertise to the Society through the review, enhancement and implementation of managing all aspects of the accounting department. This includes the preparation of monthly financial statements, budgeting and reporting, analysis, as well as ensuring internal controls and protocols are in place. This position will report to the Director of Finance, Administration and IT and will lead a team of three (3) supervisors with eight (8) staff.

**Note:** This position is currently located at 26 Maitland Street and serves three office locations across Toronto. Effective October 2019, the Society's work location will begin relocating in stages to 2206 Eglinton Avenue East and all positions will be working from this location by January 2020.

#### Areas of responsibility include:

- Directs compilation of financial data and analysis for annual budget, prepares budget in appropriate format in consultation with Service Manager and staff from Corporate Services;
- Supports Director of Finance, Administration and IT in presentation of budget to the Finance Committee and the Board;
- Participates in discussions with the Ministry staff to provide information and obtain final approvals on the quarterly financial statements, OACAS reports, forecasts and ad hoc reports as required by relevant funding provider;
- Directs preparation of monthly and quarterly financial statements and forecasts, reviewing results with Director of Finance, Administration and IT, Senior Management, other Corporate services staff and the Board;
- Provides financial information and data for service volume review; budget forecast based upon these reviews and presents regular variance reports as required to Senior Management Team and Board Committee as required;
- Ensures full integration of financial information with services and human resource data and prepares information in co-operation with the HR Consultant and under the leadership of the Director of Finance, Administration and IT and Corporate Resources;
- Manages the annual salary budget process, forecasting (about 60% of agency expenses) and relevant costing for board approval;
- Oversees the full cycle of payroll activities in a unionized and non-union environment and supervises the payroll function to ensure compliance with legislation, collective agreement, policies and procedures and internal controls;

- Oversees the accounts payable activities and supervises the accounts payable function to ensure compliance with legislation, collective agreement, policies and procedures and internal controls related to the processing of all requisitions for payment, including both internal and external expenses (i.e. payment to care providers, commercial accounts and employee non-salary items);
- Prepares an audit work plan, reviews audit working papers and files, meets with external auditors and prepares annual financial statement for audit;
- Reviews data compilation, conducts analyses, works with auditors, discusses with Director of Finance, Administration and IT and, with him/her, presents to Board;
- Manages operation of the Society's accounting system, ensures standard practices are followed and maintained for all activities and procedures;
- Provides technical accounting support to staff on all appropriate accounting matters and deals with problems appropriate for the Business Unit;
- Sets up and maintains systems for storage and security of equipment, supplies and financial records;
- Assists with Society programs beyond normal operating funding, e.g. Government grants, private donations, etc., signing necessary documents and insuring reports submitted as required in co-ordination with Communications and Foundation staff;
- Supervises staff which includes hiring of staff, assessing and evaluating performance; disciplinary matters; identifying staff development and training needs in accordance with Society policy and in consultation with Human Resources staff and/or Director of Finance, Administration and IT;
- Works with the senior leadership team including HR and Quality Assurance;
- Participates in Senior Leadership Team meetings as required and provides input from a financial/administrative viewpoint to all long term and annual operational planning discussions;
- Carries agency signing authority for all financial matters in accordance with society policy;
- Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation;
- Other duties as assigned.

**Qualifications:**

- Post-secondary degree in a business, financial or university accounting program with the completion of professional accounting designation, Chartered Professional Accountant - CPA (CGA/CMA/CPA);
- Five (5) or more years of related all-round accounting and management experience; ideally in a large social service, health care or government funded organization;
- Advanced knowledge and experience in financial accounting and business administration systems; knowledge of financial controls; CICA generally acceptable accounting and auditing standards and reporting practices;
- Advanced analytical and problem-solving skills; statistical and forecasting skills; experience in computerized accounting systems, including advanced spreadsheet and database analysis for internal and external reporting;
- Excellent practical understanding of various types of accounting (Fund accounting) to provide financial support to the Society;
- Detail oriented with the ability to work under pressure, handle multiple priorities, meet assigned deadlines and has ability to work independently and in a team environment;
- Excellent organizational and time management skills to prioritize workload with demonstrated leadership ability;
- Excellent presentation skills, interpersonal and communication skills both verbal and written to liaise with external parties, such as ministry staff, banks, investment advisors and auditors;
- Good knowledge and experience in management concepts, techniques and practices and ability to interpret policies and procedures;

- Excellent project management skills to manage and represent the finance department in inter-agency projects;
- Advanced computer skills and the ability to use Microsoft office software including word, excel, power point, outlook and other finance and database tools (i.e. Oracle Financial).

We offer a dynamic work environment and reward excellence through a competitive salary and comprehensive benefits package. For more information on the Society and how we have become an award-winning employer of choice, please visit the career section of our website <http://torontoccas.ca/>.

Interested applicants are invited to submit their covering letter and resume via the Taleo Recruitment Link: <https://trr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisition?org=CATHCHIL2&cws=37&rid=219>

no later than the closing date of **Thursday, June 13, 2019 at 11:59 pm.**

Please quote **File # 19-022 on the covering letter and demonstrate clearly how you meet the requirements of this position.**

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

**Anti-Oppression/Anti-Racism at CCAS**

CCAS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

**Accommodation at CCAS**

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-395-1500. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

