



Halton Children's Aid Society JOB POSTING #6-23

Manager of Finance

POSITION TYPE:	One (1) Regular, Full-Time Position
SALARY RANGE:	\$83,089.02 - \$97,202.40 (Non-Union, Band G)
DEPARTMENT:	Finance
REPORTS TO:	Director of Finance
DIRECT REPORTS:	Payroll & Benefits Analyst Child in Care Accounting Analyst Junior Financial Analyst Accounts Payable Coordinator
POSTING DEADLINE:	Applicants should create an account and apply at https://myavanti.ca/careersathaltoncas/ by April 6, 2023 at 4:30pm.

Reporting to the Director of Finance, the Manager of Finance assists with the overall accounting and reporting functions of the Halton Children's Aid Society (Halton CAS), ensuring compliance with sound financial accounting practices. The Manager of Finance will oversee payroll, benefits, general ledger, reconciliations, taxation, financial reporting, and period end audits. The Manager of Finance will monitor and ensure adequate internal controls to provide reasonable assurance that assets are protected, and results are stated accurately.

Main duties and responsibilities include, but are not limited to:

Finance Services Management and Monitoring

- Assists the Director in the implementation of a Finance Strategy to ensure alignment with business objectives of the Halton CAS.
- Oversees accounting operations, financial processing, and financial systems.
- Implements and ensures appropriate internal control systems and risk management plans.
- Ensures compliance with financial legislation, policies, procedures, and adheres to various funding agreements.
- Ensures General Ledger integrity and ensures accuracy and compliance with the approved budget.
- Ensures appropriate capital, cash flow, and expenditure control are followed.
- Provides management of the financial system.
- Assists the Director in the preparation of Budget/Forecast plans and services statistics in close consultation with service leaders.
- Reviews the chart of accounts on a regular basis and provides recommendations for appropriate revisions.

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- Ensures that standards and procedures are implemented to maintain proper financial accountability.
- Implements and maintains business systems to ensure efficiency and effectiveness of the finance function.
- Oversees the agencies fixed assets, maintaining a Fixed Asset Register and amortization schedules.
- Ensures purchasing and procurement activities are BPS compliant with sound procurement practices and ministry directives.
- Provides tactical support for strategic directions of the organization

Financial Reporting

- Ensures timely financial analysis, reporting, and statistical results against the financial plan.
- Generates all financial reporting outputs.
- Ensures timely and accurate filing of all corporate returns.
- Maintains the financial system up to the production of monthly financial statements, ensuring all entries are complete, balanced, and properly authorized.
- Completes and distributes monthly budget variance analyses and Financial Statements to all Budget leads.
- Prepares all reporting to MCYS and other external bodies for Director's review.

Payroll and Benefits

- Oversees the preparation and distribution of all components of payroll and benefits to ensure a timely and accurate delivery of service.
- Implements and ensures mechanisms for cost monitoring, reporting, and legislative compliance.
- Oversees compliance for the deduction and remittance of all statutory deductions and employee benefits.
- Ensures the preparation and filing of required reports to government agencies and other organizations to include annual reconciliations for WSIB, EHT, and OMERS Form 119.
- Oversees year-end activities, including CRA year-end reporting, T4 and T4A information and summaries.

Leadership

- Provides supervision to all team members and manages in a manner that motivates, guides, and directs employees to the realization of Halton CAS's values, objectives, and performance expectations; maintains a work environment that expects accountability, fairness, consistency, respect, and approachability while promoting staff participation, teamwork, and positive employee relations.
- Exemplifies and inspires behaviours, actions, and attitudes that are consistent with Halton CAS's vision, mission, and values.
- Provides leadership for the operational success of the financial services team.
- Articulates and constantly monitors key metrics of the team to assess their efficiency and effectiveness to ensure the highest level of service is being provided.

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- Establishes and maintains effective and essential relationships with internal and external partners including the leadership team, the Ministry, other funders, numerous community and professional agencies and institutions, and other CASs
- Leads, facilitates, and/or participates in special projects and performs other duties as required.
- Understands and adheres to all applicable Halton CAS policies, procedures, and relevant administrative practices.

Equity, Diversity and Inclusion

- Responsive to the knowledge and understanding of the culture, history, and current oppressions experienced by Indigenous peoples and racialized communities
- Fosters an inclusive and accessible environment where all employees, service recipients, and volunteers are respected.
- Strong knowledge, understanding, and experience working within an equity and anti-oppressive, anti-racism practice framework.
- Ensures ethnic, spiritual, linguistic, familial and cultural differences are respected.

Knowledge, Education, Experience, Skills and Attributes

Qualifications

- Professional Accounting Designation (CPA)
- University degree 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.
- Knowledge of legislation governing accounting, payroll, and child welfare activities in Ontario preferred.
- A satisfactory Police Records Check is required.
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is preferred.

General Skills and Attributes

- Excellent ability to use MS Office applications (e.g., Word, Excel, Outlook, PowerPoint, etc.).
- 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 in constructive, 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.
- Ability to deal with highly sensitive and personal information in a confidential manner.

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- Demonstrated critical thinking.
- Excellent ability to work with and meet tight timelines.

Halton CAS has a vaccination policy and procedure in place. As a condition of employment, new employees are required to be vaccinated for COVID-19 unless they have a valid reason not to be vaccinated based on a protected ground under the Ontario *Human Rights Code*.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide Halton CAS with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

As described above, the requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the *Code*, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to Halton CAS' accommodation process.

The Halton Children's Aid Society is an equal opportunity employer.

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

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 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.