

JOB TITLE: Finance Manager

POSITION DETAILS: Permanent

PAY BAND: \$83,623.85 – \$107,502.66 (2023 – 2024)

DESCRIPTION:

Under the direction of the Director of Finance and Property, the Finance Manager is responsible for the day-to-day operation of the Finance Department. This position will work collaboratively and build relationships with internal and external stakeholders and works closely with the agency leadership teams. This Manager establishes and maintains processes to ensure financial efficiency and accuracy that aligns with the agency's Mission, Vision, and Strategic Directions. The Finance Manager has an advanced understanding of generally accepted accounting principles and generally accepted auditing standards, strong analytical skills in analyzing financial information, data analysis, and reports.

WHY WORK WITH THE CHILDREN'S AID SOCIETY OF OXFORD COUNTY

- Our Agency offers competitive base salary and extended group health, dental, life and long term disability insurance plans for our employees.
- All employees can participate in our OMERS pension plan, with employer and employee sharing premiums equally.
- Our workforce starts with 4 weeks of vacation per year, we also provide additional time off over the winter months and opportunities for flexible work arrangements.
- Our workforce performs in a blended virtual and in-person environment.

DUTIES & RESPONSIBILITIES:

1. Responsible for the day-to-day operations of the Finance Department including:

- Responsible for processing payroll for all bargaining unit and non-bargaining unit staff, including journal entries and monthly remittances.
- Oversee and ensure effective and efficient processing of accounts receivable, accounts payable and monthly boarding expenses.
- Responsible for timely, accurate and valid reporting of financial transactions, according to accounting guidelines, Sector/Ministry Chart of Account and Agency Policies.
- Manage the month-end reconciliation processes, ensuring outstanding items and issues are resolved.

- Manage and implement processes to adhere to ministry directives for OCBE and RESP
 - Maintain, as required, agency benefits plan and pensions plan records and reporting.
 - Responsible for the receipt of revenue and ensuring authorization for expenditures.
 - Maintain agency financial accounting software and make recommendations for improvement.
 - Provide support to all departments within the Agency on CPIN and Oracle reporting and processing.
- 2. Provide leadership, training and supervision for the Finance Administration Staff. Ensure that staff practice complies with:**
- Ministry Standards and Guidelines;
 - Ministry Policy and Procedures;
 - Child and Family Services Act;
 - Agency Policy and Procedures.
 - Work in compliance with Health and Safety policies and procedures
- 3. Assesses work processes and makes recommendations enhance efficiency, effectiveness and productivity in the Finance Department:**
- Recommends changes in policy, structure, or processes aimed at improving the quality and effectiveness of the Finance Department.
- 4. Provide monthly, quarterly and annual reports as required including:**
- Preparation of supporting documents for external auditors.
 - Year-end payroll functions (T4's, OMERS 119, etc)
 - Assist in preparation of annual charity return.
 - Prepare Quarterly Reports for Agency and Ministry programs.
 - Preparation of special reports as requested.
 - Track miscellaneous revenues.
 - Track Adoption Subsidy expenses.
 - Assist in preparation of month-end internal and board financial reporting

5. Work collaboratively across all areas of the Agency

- Provide training to staff on the use of iexpense, benefits, program budgets and impact of various financial decisions.
- Participate in internal and external committee meetings and working groups, provide input from a fiscal perspective.
- Provide monthly budget variance analysis to management team.
- Prepare and deliver financial presentations.
- Attend meetings, courses and workshops as required.

6. Provides back up to the Director of Finance and Property

- Assists in the preparation of statistical reports and other relevant data when required for the Board, the Ministry, the agency's strategic plan
- Provide back up management of IT Department and maintenance staff
- Attend meetings, courses and workshops as required
- Ensure compliance with procurement and expenses requirements

KNOWLEDGE AND SKILLS REQUIRED:

- Advanced knowledge and demonstrated proficiency in computerized systems and applications, knowledge of Oracle is an asset.
- Advanced proficiency with Microsoft Office (including Excel).
- Proven ability to approach challenges and opportunities from a solution focused lens.
- Ability to communicate effectively both verbally and in writing.
- High level of personal motivation and professional development.
- Sound knowledge of fiscal management, control, and accounting procedures.
- Demonstrated data analysis and presentation skills.
- Excellent verbal and written presentation skills.
- Ability to contribute effectively as a member of the agency's leadership team.
- Exceptional problem-solving and analytical skills
- Detail oriented with a focus on accuracy and organization
- Ability to perform during periods of multiple demands
- Ability to understand and manage with complex situations
- Valid Driver's License for the Province of Ontario

QUALIFICATIONS REQUIRED:

- Bachelor's degree in accounting, operations, business or related field.
- Accounting designation that provides expert knowledge of the principles and practices of accounting, financial reporting and internal controls, such as the Professional Accounting Designation – CPA
- Thorough knowledge of accounting practices in the public sector including grant and fund accounting budget analysis, preparation of financial statements, and internal auditing of transactions
- Strong knowledge of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS)
- Strong analytical skills in analyzing financial information

The Children's Aid Society of Oxford County is committed to the values of equity, inclusion, and respect and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Agency accepts applications from all qualified individuals and encourages applications from equity-deserving groups.

We are committed to creating an accessible environment for all. If you are contacted to participate in the interview process, please let us know if you have any accommodation needs.

Apply with a cover letter and resume to Human Resources at: hr@casoxford.on.ca
The deadline for this posting is: **April 22, 2024**