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| Job Posting # | 2021-21 |
| Title: | Manager, Finance & Accounting |
| Classification: | Management |
| Employment Duration: | Permanent, Full-time |
| Salary Range: | \$117,023 - \$135,469 |
| Location: | Toronto, ON |

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

The OACAS Finance Department & Information Technology Department oversees the financial management and information technology functions of the Association and its business units which includes financial governance, budgeting, forecasting, financial reporting, monitoring, delivering financial results, participating/leading financial initiatives, projects, leading information technology and other related services of OACAS as required.

The Manager, Finance & Accounting is responsible for the oversight of all OACAS finance, accounting, budgeting, and reporting activities. This position will lead all day-to-day finance operations and have functional responsibility for accounting, accounts payable, accounts receivable, payroll, revenue, audit and provide financial guidance and advice across OACAS.

The position works closely with the senior leadership team to develop, forecast and monitor budgets and prepares, presents or supports the presentation of regular financial reports to senior leadership, the Board and the Ministry.

Supports engagement/work with member agencies and develops effective working relationships with staff, management, Board Finance and Audit Committees and other finance leaders in the child welfare sector.

Duties and Responsibilities:

1. Builds and leads a small high-performing finance team, recruiting, selecting, managing and evaluating staff.
2. Maintains internal controls and ensures OACAS has systems, processes and procedures in place to support OACAS management and programs, meet Ministry requirements, comply with Broader Public Sector Directives, and ensure effective financial management which will meet established Canadian Accounting Standards for Not-for-Profit Organizations and potential audits by the Auditor General.
3. Oversees the accounting structure, chart of accounts and accounting system, ledgers, and reporting systems for accounts payable, accounts receivable, payroll, and revenue; ensures that expenditures are consistently aligned with budgets.
4. In consultation with the senior leadership team, prepares the organization's annual budget; forecasts, monitors and reports on budget; and supports the preparation of compensation proposals for senior leadership's consideration.

5. Oversees payroll and pensions to ensure compliance with relevant legislation; reviews payroll to identify and make needed adjustments; prepares and updates payroll forecasts; manages ADP year-end closing procedures, production of tax slips, and filing of annual returns with appropriate authorities.
6. Manages the month-end process, including adjusting journal entries and reconciliation schedules; reviews the bank reconciliation process; manages cash flow forecasting; prepares/oversees preparation of rebate applications (HST, property tax, etc.) in accordance with legislative requirements.
7. Manages the financial reporting process (Ministry financial reports, department reports, financial summaries to funders, project reports, etc.) including analyzing financial data, preparing, presenting, or supporting the presentation of accurate financial reports in a timely manner.
8. Monitors actual expenditures and revenues, identifies, explains and reports on variances and develops mitigation and correction strategies where necessary to support effective budget management.
9. Co-ordinates all audit activities, leading the external financial audit (interim and year-end) and supporting special audit engagements as necessary.
10. Supports the Director, Finance & IT in developing of Provincial financial strategies and projects/programs, forecasting provincial trends, anticipating and responding to emerging provincial financial issues, and engaging with member agencies as required.
11. Proactively fosters relationships with provincial finance leaders and other stakeholders to implement high impact finance initiatives in line with the OACAS' Strategic plan.
12. Manages and tracks the performance of invested assets in keeping with policies and investment guidelines.
13. Develops and implements financial policies, processes, procedures, and tools for the organization; prepares business cases, as needed.
14. Develops and oversees the contract management system for all upstream (funding) and downstream (vendor) contracts; monitors contract management system for deliverables, reporting requirements, and payment terms for all contracts; liaises and supports program staff to facilitate contract compliance.
15. Fosters an environment of high performance, with an emphasis on service excellence, continuous improvement and teamwork to achieve high standards for the department.
16. Ensures Association's Accountability Statements including but not limited to Confidentiality, Code of Conduct, Diversity, Discrimination and Harassment policies, etc. are embodied personally, as well as within the team.
17. Perform other duties as assigned.

Education and Experience:

- An undergraduate degree in Accounting, Business, Finance or related field
- CPA, CMA, CA, ACCA designation
- 7 years of progressive experience in accounting, financial planning, and financial management (preferably in a not-for-profit organization), 3 years of which have been in supervisory or management position
- Experience with a multi-million multi-program budget, experience in budget planning, development and analysis, reporting, accounts payable and receivable, general ledger, payroll, revenue, accounting for investments, and audit
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

Knowledge and Skills:

- Thorough knowledge of the theory, principles, standards and best practices of financial management, and current/emerging trends/issues
- Good knowledge of the intent and general application of financial, payroll and employment/workplace-related legislation including: Charities Accounting; Not-for-Profit Corporations Act; Pay Equity Act; Employment Standards Act; Pension Benefits Act; Broader Public Sector Accountability Act; Government-sponsored benefits programs such as Canada Pension Plan, Employer Health Tax Act; Income Tax Act; Ministry of Revenue Act, Taxation Act; Property Tax Act; Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act
- Thorough knowledge of government transfer payment accountability requirements; experience with developing proposals, compliance and reporting on government funding
- Good knowledge of accounting and reporting software (Sage 300); experience selecting and overseeing technology solutions for financial management
- Well-developed analytical and problem-solving skills to assess complex financial issues from a strategic perspective and to implement or recommend effective solutions
- Excellent planning and organizational skills to develop and present financial reports on schedule, to forecast, budget, monitor and report regularly on expenditures and revenues
- Strong strategic thinking and planning skills to support management in business planning and budget development and forecasting
- Strong presentation skills with the ability to translate complex financial concepts to clearly and simply present financial information to non-financial audiences
- Superior interpersonal, listening and verbal communication skills to develop and maintain effective relationships with management, staff and other stakeholders.
- Excellent writing skills to document financial policies, processes, and procedures, prepare reports, business cases, RFPs, memos, etc.
- Results-oriented with strong managerial skills and the ability to promote continuous improvement and to manage change
- Proven ability to manage a high volume of work with competing deadlines and priorities
- Experience working in an environment that values equity, diversity, and inclusion.
- Customer-focused with a commitment to proactive quality service
- Ability to engage and manage staff, including hiring, motivating, coaching, managing performance
- Advanced computer skills with proficiency in Microsoft Office and financial systems
- Strong collaborative skills to work effectively as part of a team

Assets:

- Bilingual English/French
- Experience in a child welfare or social services environment

APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by 5:00 p.m. on Friday, November 5, 2021. **Please attach a cover letter and resume in one file.**

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

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 are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. *Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.*