

PCAS24-044- Finance Manager (Regular Complement)

Job Title: Finance Manager

Department: Finance

Location: Peel CAS, 25 Capston Dr. Mississauga, Ontario

Application Deadline: August 6, 2024

Salary Grade: 2 Non-Union (\$109,166-\$133,731)

ROLE

Reporting to the Director of Finance, Property and Information Technology, the Finance Manager is responsible for overseeing financial management functions while transforming how these functions are delivered. This role supports fund diversification and growth initiatives, requiring a blend of financial expertise, strategic thinking, and innovative problem-solving to advance our financial strategy.

KEY RESPONSIBILITIES

- Lead staff in all aspects of financial planning, accounting, and payroll functions.
- Oversee preparation of monthly financial statements, budgets, forecasts, financial analysis, and government submissions.
- Ensure excellent internal controls and compliance with ministry and internal policies and directives.
- Supervise payroll, financial analysts, and accounting staff.
- Act as a liaison with other department leads to ensure mutual understanding and achievement of organizational goals through an equity lens.
- Transform financial management processes, tools, technology, and resourcing.
- Provide strategic financial support for fund diversification.

PRINCIPAL RESPONSIBILITIES

Financial Planning & Analysis

- Provides support for multi-year financial planning and analysis and use of agency financial data; develops key financial metrics; develops and maintains multi-year financial planning models, analytical reports and scenario analysis

- Prepares analysis and information for senior management and board of directors, including business cases, management plans, briefing notes, slide presentations, etc. to support decision-making
- Conducts research and contacts outside agencies and stakeholders regularly to obtain relevant comparative data for financial analysis
- Coordinates the development and monitoring of the Finance Department objectives and work plan; provides direction and guidance to staff responsible for objectives
- Supports capital planning and implementation of long-term property and accommodation strategies
- Evaluates internal controls, identifies and implements improvements and best practices
- Deal with high level foster parent inquiries and/or issues

Accounting

- Manages the preparation of monthly, quarterly and annual financial statements and forecasts, reviewing results with Director of Finance
- Oversees the full cycle of payroll activities
- Supervises the payroll staff to ensure compliance with legislation, collective agreement, policies and procedures and internal controls.
- Ensures full integration of financial information with services and human resource data and information in co-operation with Senior Management and under the leadership of the Director of Finance
- Directs and manages operation of the Society's accounting system and internal financial controls, ensuring agency policies are followed and standards maintained

Risk Management

- Provides expertise, advice and consulting services to assist clients in the development, use and evaluation of risk management and control strategies for current or proposed operations, processes, policies and programs.
- Utilize appropriate risk assessment and management methodologies (such as the current ERM) to monitor, evaluate, report risks to senior management and the board and identify risks and adopt risk mitigation strategies
- Design and implement risk assessment and quality assurance tools to meet the needs of government and external clients.

Purchasing

- Oversees the procurement and purchasing department
- Provides advise and recommendations as required

Staff Supervision

- Hires staff in accordance with agency policy and as directed by the Director of Finance
- Manages the orientation and training of staff, providing advice and guidance as needed.
- Evaluates the performance of Finance Department staff
- Carries agency signing authority for all financial and property matters in accordance with agency policy.

Systems and Processes

- Develops and implements financial and business management best practices; develops and delivers training to managers/staff on the implementation of new business processes
- Provides expert advice to enhance functionality of the enterprise financial systems

Compliance & Audit

- Conducts internal audit, controllership and operational reviews to improve the agency's compliance with financial directives and value for money; reviews and updates agency financial policies on an annual basis; delivers training to staff/managers and ensures changes are implemented
- Leads Finance Department activities for completing external audits and reviews such as the Auditor General of Ontario, Ministry Cyclical Reviews, etc.
- Coordinates the development, implementation and ongoing support for the agency's risk management framework, and the integration of risk management practices with strategic and operational planning processes

Fund Diversification and Growth:

- Collaborate with senior management to identify and evaluate new revenue/funding opportunities.
- Conduct financial analysis to support business cases
- Develop and implement strategic plans to diversify revenue and drive sustainable growth.

Strategic Financial Planning:

- Assist in the development and execution of long-term financial strategies.
- Provide financial insights and recommendations to support strategic decision-making.
- Monitor sector trends and economic factors to anticipate their impact on the organization

Other Duties

- Additional duties as required to support the effective operation of the financial function

Occupational Health & Safety Responsibilities and Duties

A principal requirement of the job is an employee commitment to the maintenance of a safe work environment. That commitment to safe workplace will be met as the employee:

- Maintains knowledge of and adherence to agency-wide safety policies and procedures as well as all other health and safety legislative requirements.
- In accordance with expectations of our employees in our Health and Safety policy, takes responsibility for own safety and that of fellow workers by drawing to the attention of co-workers any observed unsafe work practice and noting and, if possible, correcting hazards immediately if this can be done safely and effectively or if it cannot, reporting them immediately to the supervisor.
- Knows and observes fire safety regulations and practices of Peel CAS as laid out in Emergency Evacuation plans.

JOB SPECIFICATIONS/COMPETENCIES

- Advanced skills and experience in budgeting and controllership/accounting transactions
- Advanced skills and experience in computerized accounting systems (experience with Oracle Financial system preferred), including advanced spreadsheet and database analysis.
- Excellent oral and written communication skills.
- Good knowledge and experience in areas of financial control, accounting reporting practices and preparation for external audit.
- Strategic financial management experience in growth and sustainability in the public sector
- Effective leadership, coaching and mentoring ability.
- Advanced knowledge and experience in management concepts, techniques and practices.

QUALIFICATIONS

- Completion of CPA designation or in exceptional circumstance other educational qualifications together with progressive experience in Finance, that in the opinion of the

Director of Finance, Property and Information Technology, constitutes adequate and suitable preparation for the position.

- 6 plus years of related financial planning (budgeting) and accounting experience at the management level

HOURS OF WORK

- 9am-5pm, Monday to Friday
- Working hours may vary and applicants must be flexible to work outside of standard office hours.

WHAT WE OFFER:

- Competitive salary and a generous compensation and benefits package
- Health and dental package including a health care spending account.
- Flexible options for hybrid remote work
- Short and Long-term Disability Plan
- Employee Assistance Plan
- Life Insurance Plan
- Interactive Employee Wellness Programs
- 4 weeks paid vacation annually alongside 5 personal days
- Extensive Training & Development opportunities
- Introductory Webinars (WHMIS, AODA, Health and Safety)
- Generous Pension Plan through OMERS (part-time and full-time employees are entitled to enroll)
- Onsite Gym
- Staff Lounge

WHO WE ARE:

Child welfare is a rewarding career option that enables caring individuals to support the community and make a positive difference in the lives of children, youth, and families. As the third largest CAS

in the province, we are proud of our ongoing innovation and leadership throughout the sector. Seeing well over 10,000 families a year, Peel CAS has the lowest number of children and youth in care per capita across Canada. 99% of the work we do is with children, youth, and families in their own homes. We are also home to the Child Welfare Immigration Centre of Excellence (CWICE) which is the centralized service in Ontario that supports child welfare organizations on cases involving unresolved immigration, settlement, or border-related issues. In addition, Peel CAS offers extensive programming dedicated to youth success through our Trailblazers Youth Centre, developed and led by youth to access exceptional services and supports to thrive, belong, build life-long connections and position themselves as leaders.

As an equal opportunity employer, we value Diversity, Equity, and Inclusion (DEI). We are grateful that our workplace diversity is representative of the communities that we serve and are committed to creating an inclusive environment where all employees feel like they belong. Should you require accommodation during the recruitment and selection process please contact us at tkhaira@peelcas.org

Apply on our website: www.peelcas.org