



## **Job Posting – Manager of Finance Permanent Full Time**

*Make a Difference in our Community*

The Norfolk Association for Community Living (NACL) is a dynamic Not-for-Profit that will be celebrating 70 years of leadership in developmental services in Norfolk County. ***Our mission is to promote and support the inclusion of people with developmental disabilities in all aspects of community life.*** Due to an upcoming retirement we are seeking a Manager of Finance to continue our valued work and join our management team.

Under the general supervision of the Executive Director, the Manager of Finance will be responsible for overseeing all finance, accounting, and reporting activities of the Norfolk Association for Community Living. This is a hands-on management role that works collaboratively within the management team of our community-based non-profit organization.

The Manager will be responsible for all monthly and annual financial reporting and the timely and accurate submission of all regulatory and statutory requirements. The Manager will ensure that the Association has systems and procedures in place to support effective program implementation and provide strong internal control over financial reporting. The Manager supports the management team and the Board of Directors by providing accurate and timely internal reporting and analysis on operational and financial performance and facilitates long-term planning and budgeting processes.

As an organization leader, the Manager will liaise with external parties such as auditors, bankers, lawyers, contractors, and funders on a wide range of finance and administrative issues.

### **Duties and Responsibilities will include, but are not limited to:**

#### **Financial Reporting and Analysis**

- Responsible for overseeing the preparation of monthly financial statements, reports and variance analysis appropriate for the intended users and in accordance with Accounting Standards for Not-for-Profit Organizations
- Leads and manages the ongoing review of the organizations' financial performance, including providing real-time data to the management team and the Board to enable tracking and reporting against initiatives and overall performance
- Works closely with the management team to facilitate the preparation of operational and strategic financial plans, forecasts, and budgets
- Responsible for the treasury function including cash flow management, working capital risk management and banking relationships.
- Ensures appropriate financing is in place and oversees the management of any investments, as appropriate
- Oversees preparation of annual returns and financial statements and all year-end financial reporting
- Coordinates all audit activity, prepares detailed audit working papers and schedules and liaises with external auditors to complete the annual audit in an efficient and timely manner
- Responsible for ensuring timely and accurate compliance reporting and statutory requirements are met, including CRA, GST/HST, Charities Directorate, Ministry etc.
- Prepares grant funding applications, quotes and tenders, reviews quotes and prepares monthly reporting under grants, as required

#### **Accounting Functions and Systems**

- Oversees all financial activities and transactions for all accounts, ledgers, budgets and reporting systems

ensuring compliance with appropriate standards and regulatory requirements

- Oversees Accounts Receivable and Accounts Payable, supervises staff who execute AR and AP transactions
- Create and maintain finance manuals and other working documents as needed to ensure staff adhere to practices and procedures

### **Payroll and Human Resource Management**

- Responsible for managing the HR and payroll relationship, review payroll input/output, payroll reports, year-end reporting and stop payments as needed
- Oversees preparation of T4 summary and Receiver General Remittances as required (Ceridian)
- Participates in the payroll process to ensure that the Collective Agreement and ESA is being implemented correctly appropriate hours and rate are paid to bargaining unit staff

### **Operations**

- Provides oversight for facilities including negotiating and managing leases and contract, ensuring property management and maintenance, facilities maintenance and supplies are coordinated
- Provides oversight of IT requirements for the organization

### **General**

- Serves as an ambassador for the organization
- Attends Co-ordinating Committee Meetings, Annual General Meeting, all other necessary staff meetings, and staff development opportunities as provided
- Willing to work flexible hours to meet the demands of the role
- Travel based on organizational requirements

### **The ideal candidate will have**

- Post-secondary degree in business/commerce, finance, accounting or equivalent
- CPA designation preferred, or equivalent
- 6-8 years' work experience including non-profit management, government or other, and an understanding of non-profit organization finances and accounting
- Experience in a management capacity or senior financial role
- Strong knowledge of Accounting Standards for Not-for-Profit Organizations and applicable charity regulations and guidance
- Experience working with and presenting to Boards of Directors
- Demonstrated proficiency with financial and accounting software, MS office, SAGE 300, Payroll providers
- Familiarity with unionized settings and working within the boundaries of a Collective Agreement
- Experience with Charity and Ministry reporting requirements
- Valid Class G license.

### **NACL provides a competitive salary and a comprehensive benefits package.**

If you have the qualifications and are ready to make a difference in our community please submit your resume to:

maeghanlampman@nacl.ca with "Manager of Finance" in the subject line

Deadline for applications is June 10, 2022

We thank all who apply but only those considered for an interview will be contacted.