



## **JOB POSTING**

### **Competition Number NU 2022-57**

<b>Union/Non-Union:</b>	Non-Union
<b>Position:</b>	Finance Coordinator
<b>Status:</b>	Permanent Full Time
<b>Program:</b>	Finance
<b>Initially assigned to:</b>	Main Office

#### **Purpose:**

Under the supervision of the Finance Director, the Finance Coordinator will be responsible to develop and implement all aspects of the Organization's financial/internal control and reporting processes to ensure the operation of the Organization in an efficient and productive manner.

#### **Education and training:**

- Post-secondary education in a relevant field such as Accounting, Finance, or equivalent combination of education and experience working in a non-profit, charitable organization with project-based funding
- Proof of successful completion or working towards a Chartered Professional Accountant designation

#### **Requirements:**

- A negative Police Vulnerable Sector Check
- A valid class G drivers license, insurance and daily access to a reliable vehicle is an asset
- Able to lift at a minimum 20 lbs. from squatting to standing position
- Bilingualism (English/French) is an asset

#### **Experience:**

- A minimum of 5 years successful accounting experience working in an organization with multiple funders, timelines, funding agreements and within the not-for-profit sector and with a registered charity;
- Recognized accounting designation or working towards it.

#### **Duties:**

- Reviews and approves input for account payable and receivable and payroll duties for the Branch, all programs and sponsorships,
- Create, update, and maintain policies and procedures for Accounting and Financial Reporting, ensuring compliance with MOHLTC/LHIN spending guidelines and financial policies.
- Review and approval of financial expenditures, ensuring all expenditures are in compliance with MOHLTC/LHIN spending guidelines and financial policies.
- Review and approval of revenues and cash receipts, including MOHLTC/LHIN and other funding, tenant rents and other miscellaneous revenues.
- Review of all general ledger and sub-ledger activity on a monthly basis; prepare reconciliations, schedules, account analyses, statistical reports and other month end procedures as required.
- Preparation of, monthly financial reports, including a summary of financial results, analysis of significant variances, statistical data and key indicators and LHIN/MOHLTC targets.
- Preparation of Monthly/Quarterly funder reporting submissions
- Preparation of annual budget submissions to all funding sources ( OH, MOH, Other)
- Compilation and recording of statistical and other non-financial data as required for OH/MOH/Internal needs
- Capital Reserve Plan Reporting, Annual and monthly expenditure updates with the Housing Department, Finance Director
- Monitor internal controls for cash receipts and deposits
- Ensure that budget worksheets, schedules and other documents are accurate and maintained.
- Maintains an organized filing system for all financial records (computerized and manual records).
- Ensures confidentiality of information.
- Participates in staff meetings, staff training and development and ongoing supervision with supervisor.
- Recommends changes to record keeping and procedures to improve efficiency of office.
- Keeps supervisor apprised of incoming and outgoing correspondence. Promotes harmonious relationships with client-tenants/customers and throughout the organization, through positive communication and support initiatives in which the organization participates.
- Responds to unforeseen issues and challenges when necessary.
- Maintains communication with Manager and reports on potential risk factors, issues involving employees, or operations.
- Makes best use of work time.
- Consistently demonstrates ability to establish and manage priorities.
- Is a self-starter and takes a proactive approach to aspects of their responsibility.
- Recognizes and performs tasks that need to be completed, although not directly assigned; assists others as needed.
- Follows established organizational and trade protocols and regulations.
- Demonstrates sound, fiscally prudent judgement when making business decisions.
- Can rapidly investigate problems; identify the underlying causes and offers input for solutions.
- Respects the confidentiality of client-tenants and of employer interests, including organizational personnel matters.
- Maintains cooperative and cordial working relationships with all organizational employees.

**Knowledge/Skills/Abilities:**

- Prior experience with an accounting software (preferably Dynamics GP/UKG) and an understanding of accounting principles.
- Strong organizational, time management and project management skills with a demonstrated ability to work both independently and within a team environment
- An above average ability to take initiative in complex matters and be a proactive and creative problem solver
- Strong attention to detail and accuracy
- Ability to handle sensitive and confidential information in a professional and tactful manner
- Ability to work in a dynamic, fast-paced environment, meet strict deadlines, and work effectively with a diverse group of people
- Ability to work cooperatively and independently with minimal supervision and as part of a team.
- Effective problem solving and decision-making skills.
- experience in the non-profit housing sector
- Experience with Ministry and MIS reporting guidelines would be beneficial.
- Demonstrated strong interpersonal skills with the ability to work effectively with internal and external stakeholders.
- Proven skills in developing, implementing and monitoring financial systems, controls, policies and best practices while ensuring compliance with all regulators and funding organizations;
- Ability to maintain confidentiality as per PHIPA (Personal Health Information Protection Act)

**Personal Suitability:**

- Commitment to continuous learning.
- Demonstrated positive work record and good attendance.
- Demonstrated commitment to client and family-centered care.
- Willing to work flexible hours; days, evenings, weekends and holidays.

**Selection Process:**

Candidates will be selected for the position based on their skill, ability, experience, and qualifications as identified in their resume

**Shift:**

Days, evenings, weekends, and holidays

**French Language Services Required:**

Bilingualism is an asset. If no bilingual candidates (both internal and external) meet the qualifications, unilingual candidates will be considered

**Salary:**

\$31.19 - \$36.21/hour

\$56,765 ..... \$65,902 annually (\* based on full-time hours)

**Please send resume and cover letter and quote the job competition #2022 - 57**

*CMHA-NBD promotes the principles of and adheres to the tenets of the Ontario Human Rights Code. We strongly encourage applicants with lived experiences, from Indigenous communities, people of all races, colors, ethnic origins, religions, disabilities and sexual orientations to apply. We recognize that equitable access to employment is an agent in social change.*