

ABOUT ABIONA CENTRE

Abiona Centre is an award-winning, accredited Children's Mental Health Centre that is a multi-service, non-profit, unionized, community agency located on three campuses in the east-west-and-north-ends of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families with children 0-6 in a non-judgmental, inclusive environment. The Centre provides a residential care and treatment program; supportive transitional housing; on-site high school programs, community housing support and referral services; and maternal-infant and early mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and two Early Learning Childcare Centres. All the programs and services are open to families, young women and their children living in the broader community.

WHY JOIN ABIONA CENTRE?

- We have a collaborative and supportive Senior Management Team.
- We provide competitive Group Health Benefits and Pension plans.
- We provide opportunities for growth and professional development.
- We work to build trusting and respectful relationships with our clients and with one another.
- We foster a culture where staff are empowered to be involved in decisions that impact their work and development.

POSITION SUMMARY

Reporting to the Director of Finance and Corporate Services (DFCS), the Finance Manager is responsible for directing and overseeing the application of accounting principles and procedures to analyze financial information, prepare accurate and timely financial reporting and ensure appropriate accounting control procedures are maintained in the organization. This position provides leadership and functions as a role model and coach to staff to achieve the departmental and organizational goals.

RESPONSIBILITIES

- Collaborates with CEO and DFCS to prepare an annual budget and present it to the Board of Directors, funders, and donors.
- Prepares monthly financial statements and balance sheets for programs and departments and monitors monthly variances against annual budgets.
- Provides leadership to finance staff to complete all monthly and quarterly financial reporting to the Board, funders, and donors.
- Prepares for the Centre's annual audit with the external audit firm.
- Ensures bi-weekly payroll is processed on time and is accurate, payroll-related remittances e.g., (tax, EI, CPP, EHT, WSIB, Pension), employee benefits, and all related records are administered accurately and consistently in compliance with Centre's policy and procedures.

- Ensures that WSIB claims are completed and submitted on time. Ensures DFCS is advised of all WSIB matters and provides relevant WSIB information to Health and Safety Committee members.
- Oversees and supports the finance staff when they provide administrative support to the front office role.
- Ensures the finance staff inputs donor data into the fundraising database and supports the reporting of donor reports.
- Responsible for hiring, training, supervising, and evaluating Finance staff.
- Develops and ensures maintenance of an up-to-date filing system for the Finance Department.
- Maintains confidentiality and privacy of all personal information as outlined in Centre policies.
- Ensures the collection of rent and assesses the damage and related charges to rental units.
- Actively participates in the identification of workplace hazards with the aim of continuously improving the health and safety of the work environment.
- Ensures familiarity with the Centre's health and safety program.
- Assists with other aspects of the financial operations/administration of the Centre as delegated by the DFCS.
- Works cooperatively with the Centre towards the achievement of its mission, values, and strategic objectives of the Centre
- Actively participates as a member of the management team.
- The Finance Manager will assume the duties of the DFCS in their absence.
- Other duties as assigned.

THE SUCCESSFUL CANDIDATE WILL HAVE

- University degree and recognized Canadian accounting designation or equivalent combination of education and experience.
- Minimum 3-5 years of related accounting experience, including at least 3 year's experience supervising staff in the finance department; experience working in a not-for-profit and community-based organization an asset.
- Comprehensive knowledge of generally accepted accounting practices, budget administration, financial forecasting, analysis, and reporting.
- Knowledge of federal and provincial legislation affecting charities and charitable status including CRA regulations in Canada.
- Proficient in the use of various software packages, including accounting (Sage 300 ERP), spreadsheet (Excel) and word processing (Word).
- Ability to analyze and reconcile numbers and avoid errors.
- Excellent organizational, administrative, time management, analytical, problem solving and decision-making skills.
- Excellent oral and written communication skills.
- Ability to take initiative, anticipate outcomes, and work independently with minimal supervision.
- Ability to work effectively with staff, volunteers, vendors, and others.

WORKING CONDITIONS

- Requires extreme concentration and attention to detail.
- Requires speed, dexterity, and accuracy over long periods of time working on the computer.
- Overtime as required.

BEFORE STARTING WITH US

The successful candidate must complete or obtain the following before the commencement of their employment:

- Full vaccination against COVID-19 or have received an exemption from the organization's policy.
- A negative criminal reference check and vulnerable sector screening.

HOW TO APPLY

Interested applicants can submit a resume and cover letter in a single PDF with the subject line: (Finance Manager Recruitment to (skurmi@strategisense.com) or apply directly through our website (<https://www.careers-page.com/strategisense-consulting/job/LR465YWR>) by no later than 5:00 PM until May 31, 2024. Please note that only those candidates meeting the selection criteria will be contacted further. Although we may not contact you directly for this particular role, all applications will be reviewed as we would like to consider you for future opportunities that may be appropriate.

Abiona Centre is an equal-opportunity employer. We benefit from the diversity of lived experiences in the workplace and encourage applications from qualified candidates who reflect the range of cultures represented in the communities we serve. In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act and the Abiona Centre's Accommodation Policy requests for accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

ABOUT STRATEGISENSE CONSULTING

Strategisense Consulting is a highly sought-after learning, professional development, and talent strategy firm committed to supporting individuals and organizations to deepen the quality of their thinking and evolve the way they work - ultimately enhancing resilience and overall impact. Services include customized and signature learning programs, leadership and team coaching, talent strategy, executive search, and leadership strategy development.