



Community Living St. Marys & Area



Job Posting: Full Time Manager of Finance & Administration

Posted: Dec 8, 2021

Rate of pay: Starts at \$60,000

Hours per week: 40

Closes: Jan 4, 2022, 12pm

Due to an upcoming retirement, Community Living St. Marys and Area requires a Manager of Finance and Administration. Community Living St. Marys and Area is a not-for-profit charitable organization that supports approximately 60 people with developmental disabilities and their families, and has approximately 100 employees.

CLSMA is committed to the principle that 'Everything Starts With The Person' and that means from the development of a person directed plan, individualized budget for any identified services, allocation of costs linked to each person, monthly individualized budget management statements, fiscal sharing of resources, etc. The Manager of Finance and Administration must understand the principles underlying this work and be committed to them.

Reporting to the Executive Director, the Manager of Finance and Administration will be part of the Senior Leadership Team and will provide leadership to and oversee all aspects of the financial and administration areas of CLSMA.

What CLSMA Can Offer You:

- Competitive salary and generous vacation allowance
- Up to 5% RRSP matching program
- Extended Health Care Benefits, Annual Health Spending Account, and EAP Supports
- Most hours worked in our St. Marys office with the possibility of working from home at times
- Enjoying purpose in your work and belonging to an agency that actively makes a difference in peoples' quality of life and the community
- Exploration of your own unique core gift and how you share it with others

Key Areas of Responsibility & Duties:

- Create reports and financial statements for the Board of Directors, CLSMA management team and CLSMA funders
- Oversee payroll, accounts receivable and payables, invoicing, general ledger and bank reconciliations
- Complete regular reporting requirements such tax rebates, Ministry (MCCSS) reporting, etc
- Ensure appropriate internal controls, standards, and policies are developed and maintained
- Oversee general office administration and records keeping
- Provide direct supervision of staff in the finance and the administration office
- Ensure compliance with provincial and federal legislation for non-profit organizations
- Prepare budget submissions as required for funding bodies

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- Prepare CLSMA internal budgets
 - Actively participate in meetings of the Finance Committee and as required the Board of Directors
 - Be the primary contact and interface with the external auditors, other professional service providers, banks, and as a key contact with regulatory bodies
 - Oversee all finance activities for William Hanly Apartments Inc

Qualifications & Skills Requirements:

- Minimum 3 year College Diploma in Business Administration or Accounting with a strong emphasis on accounting and financial management. CPA designation an asset
- Minimum 5 years of relevant financial, accounting, audit, and/or treasury experience, including 2 years in a substantially similar position
- Experience in a not-for-profit organization in a management role
- Well-developed interpersonal, written, and verbal communication skills
- Creative problem solving, analytical and decision making skills
- Proven ability to adapt and prioritize to changing situations to meet deadlines required
- Knowledge of Ministry of Children, Community and Social Services and Ministry of Health and Long-Term Care regulatory environment and reporting required, understanding of and ability to respond to Funder/Government requirements
- Advanced and proficient computer skills in current software, such as Microsoft Office (excel), accounting systems, Google Drive, additional familiarity with Inclusion System & Adagio considered an asset
- Previous experience executing major initiatives such as a partnership, major change, new system implementation, or expansion will be considered an asset

How do I apply for this great opportunity?

Apply to the Hiring Committee by email: lcannon@clstmarys.ca. You should include a resume and a cover letter to tell us a little bit about yourself and why you would be a good fit for this position, by the closing date listed above. We thank all applicants, however, only those selected for an interview will be contacted. Interviews to be scheduled during the week of Jan 10-14, 2022.

We are an equal opportunity employer and encourage applications from candidates who have been historically disadvantaged or marginalized.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St.Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process.

****The successful applicant will require a Police Check prior to starting work****