

## Vacancy Posting

**Position Title:** Manager, Finance-Accounting-Reporting

**Employment Status:** Permanent Full-Time

**Hours of Work Schedule:** 35-hour work week (Monday through Friday)

**Salary Range:** Salary is commensurate on skills and experience, and within the range of \$73,727 - \$85,469, plus Group Benefits and HOOPP.

**Position Reports To:** Nasir Virani, Director, Corporate Services

**Primary Location:** Headquarters, 115 Grassmere Avenue, Oshawa

### Organization Overview

**Carea Community Health Centre** will be the recognized leader in redefining the experience of community based health and wellness services. We provide access to high quality holistic and inclusive care that is responsive to the needs of the community and empowers individuals to enhance their own well-being. We hold these values equally: (1) **Person Centered**; (2) **Inclusive**; (3) **Compassion**; (4) **Teamwork & Collaboration**; and (5) **Accountability & Reliability**. These five core values embody who we are, how we work, and are fundamental to our culture. Every member of our team demonstrates their commitment to these core values in their everyday activities. These values steer our decision making, guide the delivery of care and services, and govern how we interact with our clients, partners, and each other. Carea will continue to focus on building its capacity to provide a full range of health and wellness services to clients of all-ages across Oshawa, Whitby, Ajax and Pickering.

### Position Overview

Reporting to the Director, Corporate services, the Manager is a collaborative member of Carea's management team. A people manager role, this position is an integral part of a shared service infrastructure providing collaborative enterprise-wide support services to inter-professional teams across Carea in support of goals that align with and achieve Carea's Mission, Vision, Values, and supporting strategic goals and objectives.

Managing 3 staff (Finance Lead, 2 Accounting Analysts), this role is responsible for all funder report submissions and management reports (financial and other), general accounting operations, payroll, accounts payable, accounts receivable, banking and adherence to all financial and related policies. This role will also be responsible for all financial related processes and procedures and compliance of same, along with ensuring cross-collaboration alignment in achieving strategic objectives and targets for optimal delivery of services and overall operational efficiency.

### Key Responsibilities

- Support the Director, leadership team, and managers in their respective roles by maintaining and providing timely reports and analytical services (e.g., financial, statistical, performance metrics). In this capacity, key will be to ensure overall organizational financial compliance with regulatory bodies and funders, to eliminate/mitigate risk exposure.
- Prepare monthly financial statements and detailed variance analysis.
- Prepare annual budget in conjunction with the Finance Lead and the Director.
- Management of accounting functions including reconciliations, month end schedules and expense analysis.
- Review processes and suggest ways to improve efficiency and spending, contributing also to the development and implementation of associated policies and procedures.
- Review and recommend modifications to accounting systems and procedures.

- Manage and oversee a staff (minimum of 3). This includes providing input into department's goal setting process planning, assigning and reviewing staff's work and performance.
- Prepare all year end schedules for the annual audit.
- Assist with tax audits and the charity tax return.
- Support month-end and year-end close process.
- Document and develop where necessary, business processes and accounting policies to maintain and strengthen internal controls.
- Ensure compliance with GAAP.
- Support the Director, leadership team, and managers in their respective roles by maintaining and providing timely reports and analytical services (e.g., financial, statistical, performance metrics).
- Participate in meetings and initiatives that involve cross-team collaborations with staff, peer-management, leadership, committee or partnership.
- Project/initiatives work as may be required within the scope of accountability and role.

### **Qualifications**

1. University Degree in Finance, Business or Accounting.
2. Proven experience (minimum 5 years) as a financial controller, accounting supervisor, chief or senior accountant.
3. Experience in the non-profit sector and familiarity with Ministry of Health reporting a strong asset.
4. Knowledge of and experience working with Great Plains accounting software (Microsoft Dynamics GP) highly desirable.
5. In-depth understanding of Generally Accepted Accounting Principles (GAAP).
6. Experience with general ledger functions and the month-end/year-end close process.
7. Financial modelling skills using MS Excel and other applications.
8. Advanced MS Excel skills including Vlookups and pivot tables.
9. Sound business management acumen with proven excellent people management (coaching/mentoring) skills, interpersonal and communication skills.
10. Accuracy and attention to detail.
11. Aptitude for numbers and quantitative skills.
12. Relevant certification (e.g. CMA or CPA) will be preferred; in-progress is also acceptable.
13. Satisfactory criminal reference check.
14. Valid "G" Ontario driver's license and unlimited use of a vehicle.

**Minimum Key Attributes include:** Service-oriented, Collaborative, Team Player, Results-oriented, Accountable, Initiative-taking, Flexible, Adaptable, Collaborative, Effective Communication Skills, Ability to manage risk within one's responsibility and accountability. **Role-specific attributes:** Stakeholder Focus, Leadership, Team Builder, Developer of Others, Strong Planning & Organizing, Innovative, Relationship Management/Builder, Alliance Builder, Creative & Innovative Thinker, Analytical/Systematic, Change Management Skills, Risk Management Skills, and Technical Skills in the area of accountability.

### **Application Process:**

- 1) For Internal Candidates, please send resume and expression of interest to [hr@careachc.ca](mailto:hr@careachc.ca) **on or before Thursday, February 15, 2018.**
- 2) External Applicants – we welcome referrals of external applicants. If you are interested in being considered for this position, please submit cover letter and resume outlining your qualifications and expectations by email to: [hr@careachc.ca](mailto:hr@careachc.ca) (Attention: Maria Nebres) **on or before Thursday, February 15, 2018.**
- 3) While we thank all applicants for their interest in applying, only those qualified and considered for interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 4) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 5) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Carea is committed to fostering a positive and progressive workforce that is representative of the communities we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Carea's policies on accommodation, a request for accommodation will be accepted as part of the recruitment/hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.

If you have accessibility needs and require alternate formats or other accommodations please contact Paula Carter, Resource Development and Communications Manager at 905-723-0036, extension 1229, or by email to [pcarter@careachc.ca](mailto:pcarter@careachc.ca) . **Carea Community Health Centre and staff are dedicated to creating an inclusive environment that welcomes diversity. Every One Matters! Every One is Welcome!**