

|  |  |
| --- | --- |
| **Job Title:** | **Finance Manager** |
| **Department/Group:** | Management | **Position Type (FT, PT, Relief, etc.):** | Full Time |
| **Location:** | HybridPeel Senior Link 50 Burnhamthorpe Rd West, Mississauga, ON L5B 3C2 | **Level/Salary Range:** | $73,600.00 - $80,000 per year |
| **Contact Person: Althea Alli****Email: althea@peelseniorlink.com****Fax : 905-712-3373** |  |
| **Job Details** |
| Peel Senior Link, a non-profit charitable organization established in 1991, provides supports for daily living to seniors, to clients across 11 designated senior’s buildings and neighbourhoods, in the Region of Peel. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety.Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health (Central), grants, and personal and corporate donations.We are currently seeking a **Finance Manager**. Reporting to the Chief Operating Officer, and a member of the Senior Leadership Team, this position is responsible for providing strategic leadership and management of the financial function of the agency. The incumbent oversees all financial operations for the organization including general accounting services, financial analysis, reporting to external funders, budget planning and forecasting and internal financial reporting and controls.This is a permanent full-time position with competitive salary and benefits.Key Responsibilities:* Preparation and submission of financial reports and funding submissions that go to government agencies, partners, and other funders.
* Prepares monthly financial statements with budget variance analysis for Senior Management Team.
* Prepares financial statements and presents, to Senior Management Team (SMT), as well as, to the Board of Directors, through the Finance, Audit & Risk Management committee.
* Provides recommendations for budget adjustments and corrective action in order to achieve approved financial plan.
* Oversees the annual budget forecasting process and develops final budget in collaboration with SMT.
* Responsible and accountable for developing and implementing all financial policies, procedures and internal controls.
* Ensures the integrity of all agency-wide financial information, accounting systems and financial reporting.
* Coordinates and supervises the annual year-end process for the agency in collaboration with the external audit firm.
* Supervises and leads team in payroll and accounts receivable/payable.
* Collaborates with SMT, internal and external representatives.

The ideal candidate has:* Post-secondary degree in Business and/or Accounting and Finance, combined with CPA (Chartered Professional Accountant) designation or an international accounting designation
* 3-5 years of experience in financial planning, financial management, and accounting/financial reporting systems and procedures, ideally in a not-for-profit environment
* 2-3 years of supervisory and leadership experience
* Knowledge of government and other funding agency structures and procedures a strong asset
* Experience with implementation of new software related to accounting and payroll a strong asset
* Excellent verbal, written communication skills and presentation skills
* Excellent collaborative skills and teamwork skills.
* Flexible, adaptable and responsive to change
* Knowledge of financial and payroll systems (Quickbooks and ADP)
* Knowledge of Microsoft Dynamics Great Plains
* Adept in the use of MS Office applications

Job Type: Permanent Salaried, Full-time - HybridSalary: $73,600.00 - $80,000 per yearBenefits:* Dental care
* Extended health care
* Life insurance
* On-site parking
* Professional fees reimbursement

Location:50 Burnhamthorpe Road West, Suite 300Mississauga, ON, L5B 3C2We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at 905 712 4413 x326.Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.To learn more about Peel Senior Link please visit:https://peelseniorlink.com/about-us/ |