

JOB DESCRIPTION

Position: Finance Manager
Reporting to: Executive Director

Terms: Part Time
Hours of Work: Monday to Friday with some evenings and occasional weekends.

JOB SUMMARY

The Finance Manager is responsible for a wide range of items including but not limited to the preparation, administration and monitoring of operating and capital budgets, financial accounting and reporting, forecasting, auditing the company financials, risk assessments, and being involved with the Management team on existing and upcoming programs. The role is supported by a part-time bookkeeper. This is both a hands-on and a management role.

KEY RESPONSIBILITIES

General

- Ensuring the integrity of the accounting information and practice in compliance with GAAP and funder requirements
- Perform month end and year end accounting processes to ensure the integrity of financial results.
- Ensure compliance with accounting standards and government regulations relating to taxation, audits, filings, licensing in a non-profit setting.
- Engage with senior management on financial analysis, risk management, annual forecasting and planning activities.
- Perform monthly balance sheet reconciliation and income statement analysis
- Develop, implement and ensure compliance with internal financial and accounting policies and procedures in consultation with the Executive Director
- Oversee accounts receivable and accounts payable
- Maintain records of all financial transactions for the organization (including general ledger, as well as the Accounts Payable and Accounts Receivable sub-ledger functions)
- Record all transactions accurately and in a timely manner using the OHRS system of reporting (Ontario Healthcare Reporting Standards)
- Assist the Executive Director in budget preparation and monitor expenditures to ensure conformance with approved budgets
- Oversee all aspects of maintenance of charitable status of organization, including accurate record-keeping of all charitable donations, issuing charitable receipts in accordance with CRA legislation, and assisting with the preparation of the organization's Annual Charity Return
- Oversee centre-wide purchasing of supplies, equipment, cash flow and general maintenance
- Functioning as a banking liaison and ensuring timely remittance transmittals

- Liaise with the Treasurer and committees of the Board as appropriate
- Assist in preparing and negotiating leases, insurance coverage and other facility contracts as requested by the Executive Director
- Implement, maintain and update the organization's capital assets (inventory) listing

Payroll

- Assist with all aspects of administration and processing of payroll and benefits
- Ensure all government payroll remittances are maintained promptly
- Collaborate with ADP to ensure accurate and timely issuing of annual T4s, ROE's etc.
- Reviewing timesheets, payroll adjustments and expense reimbursements

Reporting

- Prepare month end financial reports, budget/forecast and balance sheet reconciliation
- Prepare and submit funder-compliant financial reports: OHRS submissions, SRI Reporting and audited financial statements
- Prepare monthly financial statements and reports as required for the Executive Director, Leadership Team and Board of Directors
- Prepare and submit various applications as pertain to a Non-profit organization including psb rebate applications, t3010, deferred capital contributions, funding settlements, tax receipts, etc.

Contribution to team and centre activities:

- Participate actively in staff meetings and in interdisciplinary teams.
- Participate in the overall activities of the health center, e.g. in service training, committees, special events and shared staff responsibilities.
- Communicate clearly, listen accurately, is open to feedback, handle conflict appropriately, and display sensitivity to others.
- Maintain the reputation and confidentiality of the health center and its clients at all times.
- Work in a manner that respects and values the diversity of communities and individuals.
- Work in a manner that reflects our mission, values, and service delivery approach.
- Adhere to all applicable Peterborough CHC policies and procedures.

JOB REQUIREMENTS

- All employees of PCHC are required to submit a Criminal Record Check with Vulnerable Screening upon hire and every 3-5 years thereafter.

- Comply with the Occupational Health and Safety Act (OHSA), its regulations and all CHC occupational health and safety policies and procedures.
- Availability to participate in meetings, community engagement events, and other health promotion activities after regular work hours on occasion.
- Non-Violent Crisis Intervention and Unconscious Bias training (or willingness to obtain upon hire)
- Understanding of Culture as healing and an advocate for Indigenous Health in Indigenous Hands.

QUALIFICATIONS/EXERIENCE

- Post-secondary education in related discipline (Accounting, Business Studies, etc.) and work-related experience
- Professional accounting designation (i.e., CMA, CGA or CA) considered an asset
- 3-5 years progressive financial management experience in a charitable non-profit organization
- Strong knowledge of GAAP / IFRS
- Proficiency and aptitude in the use of technology, various software applications, including accounting software (Dynamics 365, MIS/OHRS, MS Excel, ADP)
- Excellent communication and interpersonal skills to ensure an effective and efficient working environment
- Proven ability to work in a collaborative environment
- Understands non-profit reporting and related processes (psb rebate applications, t3010, deferred capital contributions, funding settlements, tax receipt requirements etc.)
- In-depth understanding of pivotal role in reconciliation and actively explore ways to contribute towards CHC's commitment of reconciliation.

WORKING CONDITIONS

- Company culture – Social environment promoting communication, helping, healing and education between employees. Artistic environment encouraging innovation and experimentation as well as personal expression. Investigative environment built on critical thinking, experimentation and problem-solving, where you are encouraged to be curious and learn.
- Physical Demands – Long periods of sitting and in front of a computer, typing and some walking. Lifting of some objects up to five pounds.
- Environment – Mainly an office environment and indoor locations with exposure to outside during travel and events. Exposure to health hazards

include, infectious diseases, some physical and verbal violence, harsh weather conditions, working alone, slips trips and fall, uncontrolled substances and other. It is important that the employee be able to identify hazards, have the knowledge and training to handle any situation. Minimal exposure to hazardous material such as cleaning supplies.

- **Mental Effort** – Quick thinking for frequent handling of difficult situations that some may find stressful and / or upsetting. A CHC is a busy environment that can be frequently noisy and interruptive. The incumbent will need excellent organizational, time and stress management skills to complete the required tasks.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

CERTIFICATION

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name

Employee Signature

Date