

JOB OPPORTUNITY
Human Resources Department

POSITION: MANAGER, FINANCE OPERATIONS

REGION: Corporate Services

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

Bachelor's degree in Commerce, Accounting or Finance plus at least seven years' experience in Accounting or Finance. A Master's in Business Administration (MBA), professional accounting designation Chartered Professional Accountant (CPA) or experience in public accounting is an asset. Demonstrated knowledge of professional accounting practices and of the industry, compliance and due diligence practices. Leadership, management, decision-making, analytical and conceptual skills. Motivational, team-building and strong communication skills. An equivalent combination of education and experience will be considered.

JOB SUMMARY:

The Manager, Finance Operations provides direction, management and leadership in all financial operational aspects of Community Living Toronto. This includes accounts payable, accounting, customer accounts (accounts receivable, credit and collection) and payroll. The Manager, Finance Operations has overall responsibility to ensure all financial activities are performed in accordance with Generally Accepted Accounting Principles (GAAP) and in compliance with regulatory requirements (e.g. Canada Revenue Agency, etc.). This role will have the opportunity to partner with other cross-functional teams with a wide range of responsibilities.

RESPONSIBILITIES:

Under the general supervision of the Director, Finance this position is responsible for:

- Develop, implement and maintain accounting policies and procedures and oversees accounting functions to ensure accurate compilation, analysis and reporting of accounting data.
- Develop, assess and refine the financial and accounting practices and procedures in keeping with the most current standards in the industry and in accordance with regulatory agencies.
- Provide leadership and guidance to staff for professional development, mentors and coaches the Accounting and Payroll staff.
- Provide accurate and up-to-date financial records to internal auditors for internal auditing.
- Develop in conjunction with Director of Finance annual Internal Audit project list and act as key contact to the Internal Auditors on all audit assignments.
- Direct the management of the payroll department to ensure bi-weekly payroll is met - this includes: evaluating, changing and/or modifying processes to ensure bi-weekly payroll is delivered in the most efficient manner.
- Identify existing system weaknesses and/or problems and ensure timely resolution.
- Provide user direction, financial perspective, guidance and direction to project team throughout conversion, upgrade or integration of any financial system (e.g., Accounts Payables, Accounts Receivables, Payroll, etc.)

HOURS OF WORK: 7.5 hours per day

TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E17-175

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contact for an interview.