

INTERNAL/EXTERNAL

Position:	Senior Manager, Payroll & Financial Analytics
Type:	Permanent, Full-Time, Non-Bargaining Unit
Number of Positions Posted:	1
Number of Hours:	37.5 hours per week
Rate:	\$73,885.50 to \$85,644.00 per year
Supervisor:	Vice President, Finance and Technology
Posting Date:	April 5, 2019
Application Deadline:	April 15, 2019
Location:	36 Lombard Street

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for close to 120 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Fred Victor is currently looking for a strong Senior Manager, Payroll & Financial Analytics to join their finance function. The **Senior Manager, Payroll and Financial Analytics** is an integral part of the Finance team and the Fred Victor Leadership team. This position will work with the VP Finance & Technology to provide oversight and control of the payroll and analysis of people costs in the organization (about 60% of operating expenses) including the development of a financial and strategic scorecard/dashboard. The Senior Manager leads the continuous improvement of the Payroll operations, leading initiatives to improve and maintain existing processes, policies, models, systems and reporting tools. This position will also support monthly reporting and analysis needs, preparing providing regular as well as ad hoc reporting and financial analysis focused on staff as well as other projects as assigned.

Responsibilities:

- Lead in the in implementation of ADP Workforce Now payroll system, including upgrades, new modules, data conversion, testing and launch phases.
- Develop and deliver training materials for ADP Workforce Now Payroll and Time and Attendance modules.
- Provide post-implementation monitoring and support for ADP Workforce Now payroll system on an ongoing basis, proactively identifying and resolving issues as they occur.
- Supervise Jr. Accountant & Payroll Coordinator, working collaboratively to improve payroll processes and reporting.
- Lead special projects to improve existing processes, policies, financial models, finance systems and reporting, using a quality improvement framework.
- Develop a balanced scorecard approach to measures with a focus on financial outcomes. Implementation of a dashboard that interfaces with the financial systems as well as other operation systems.
- The Senior Manager will operate as a financial business partner to one or more service directors partnering with them to create budgets, review monthly/quarterly results, prepare funder reports and ad hoc financial analysis such as business cases to support capital expenditures presented to the Board for approval.



- Lead change management, working with finance peers and other internal stakeholders to collaborate, influence and improve shared processes.
- Prepare various management reports on a monthly basis and as required, utilizing accounting system and other internal systems.
- Conduct variance analysis and provide management with expert advice based on findings.
- Partner/lead with HR to develop and implement an HRIS project.
- Provides support to the Finance team on an ad hoc basis, as assigned including the evaluation and leading on the implementation of amalgamations.

Qualifications:

- Post-secondary education in finance and accounting; Payroll designation (PCP or PCM) or similar designation required. MBA would be an asset. CPA or CPA in progress would also be an asset.
- A minimum of 5 years work experience in accounting, financial reporting and analysis. Experience in the not-for-profit sector would be an asset
- Very strong problem-solving and critical-thinking skills; able to identify issues, propose viable solutions, and implement appropriate changes
- Demonstrated experience with quality improvement and change management in a finance setting
- Report writing experience required
- Experience with complex accounting and payroll systems required
- Proficiency in Excel and Microsoft Office required. Sage would be an asset
- Must demonstrate excellent communication skills, with a high customer service focus
- High energy team player, with a positive can-do attitude, flexible and adaptable to change; shares best practices with others
- Results-oriented and organized, focused on producing high quality work within tight timelines
- Strong attention to detail

Working Conditions:

- The work involves interacting with a wide range of people and involves regular stress and handling multiple demands effectively.
- The workstation is located in the administration office. The work requires the employee to sit for many consecutive hours at a computer station.
- Works regularly scheduled shifts. Willingness to accommodate a flexible work schedule as some evening and weekend work may be required.

The final candidate will be required to provide a current police reference check prior to being hired

Please submit a resume and cover letter by e-mail no later than Monday, April 15, 2019 at 5:00pm to:

Michael Marco
Vice President, Finance and Technology
mmarco@fredvictor.org

NO PHONE CALLS, FAXES OR MAILED RESUMES

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair



and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.

FRED VICTOR