

## INTERNAL/EXTERNAL

<b>Job Title:</b>	Finance Manager
<b>Position Type:</b>	Permanent, Full-Time, Non-Bargaining Unit
<b>Number of Positions:</b>	1
<b>Rate:</b>	\$69,576-\$79,930.50 per year
<b>Vacation:</b>	4 weeks to start
<b>Benefits:</b>	Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day
<b>RRSP:</b>	RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation
<b>Hours:</b>	37.5 hours per week
<b>Supervisor:</b>	Director, Finance and Technology
<b>Posting Date:</b>	February 1, 2024
<b>Application Deadline:</b>	February 29, 2024 (will interview as received)
<b>Location:</b>	36 Lombard Street, Toronto

### Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

The **Finance Manager** is responsible for providing a complete range of accounting and financial management services for Fred Victor, which includes in-depth and complex analysis of financial data, and meeting GAAP and funder requirements. The Finance Manager will be assigned a designated set of programs with full accountability for analysis and reporting for these cost centers. This role also participates in the internal and funder budgeting processes and ensures that the financial sections of funder reporting are done in a complete and timely fashion. The Finance Manager will also track program revenues, associated program receivables, and reconcile them to ensure the completeness of revenue and the disbursements of all types are fully and accurately accounted for. They will also participate in special projects in the Finance department.

### Does this sound like work you want to be a part of?

We offer a (high-energy/learning/caring/supportive/collaborative) environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 65 programs and services and more than 21 sites, there are lots of opportunities to grow your career with us. Many members of the management team started in relief and front-line roles.

### What You Will Do:

- Lead the production of key monthly financial reports for management and specialized reports for the finance leadership team and Finance Committee.
- Develop comprehensive knowledge of the financial landscape for designated programs.
- Partner with program directors on funding proposals.
- Assist program managers/directors in budget development, variance analysis, forecasts, and related reporting.
- Ensure accurate reconciliation of revenue accounts, including Rent Roll, and maintain Funder agreements promptly.

- Lead in preparing and reconciling schedules such as fixed assets, deferred contributions, Mortgage, and leases.
- Take the lead in the annual budget planning process, working closely with the Director of Finance and director of Program and services.
- Spearhead funder and external report submissions, ensuring adherence to funder requirements.
- Collaborate with external auditors on a mid-year and annual basis, providing comprehensive working papers.
- Lead the Annual Charity returns and other ad-hoc reporting, collaborating closely with the Director of Finance.
- Proactively address day-to-day issues and engage staff in problem-solving, process improvements, and continuous change management.
- Improve and maintain strong relationships with funders, all levels of management, and staff.
- Manage general ledger entries, adjustments, internal transfers, and complex account reconciliations with a focus on fund management.
- Take charge of tasks of other finance staff during emergencies and handle additional duties as assigned.

#### **What You Bring to the Team:**

- Post-secondary education in finance and accounting
- CPA (or near completion of the CPA program), with 2-3 years of Not-for-Profit finance experience an asset
- A minimum of 5 years of accounting experience
- Computer literacy with MS Office Suite, Excel (Advanced), Sage 300 or other financial software
- Direct experience in developing and preparing complex financial reports
- Demonstrated experience preparing and monitoring budgets
- Ability to work under high pressure and manage a variety of time sensitive reports and requirements
- Ability to work independently, with other members of the team, and senior management
- High level of customer service; excellent interpersonal, oral, and written communication skills
- Proven initiative, judgment, decision-making, problem-solving, and strong analysis capabilities
- Detailed and highly accurate work in a high-volume setting
- Ability to handle sensitive and confidential information in a discreet and professional manner
- Willingness to accommodate a flexible work schedule as some evening and weekend work may be required of all levels of staff, funders, partner agencies, and other stakeholders

#### **Work Environment:**

- The work involves interacting with a wide range of people and involves regular stress and handling multiple demands effectively.
- The workstation is in the administration office. The work requires the employee to sit for many consecutive hours at a computer station.
- At times, there may be some working-from-home shifts; must be able to self-motivate at home or in the office
- Works regularly scheduled shifts. A willingness to accommodate a flexible work schedule as some evening and weekend work may be required.

#### **Compensation and Benefits**

- For the position of Finance Manager, Fred Victor offers a salary range of \$69,576 - \$79,930.50 per year
- 4 weeks of vacation to start + 1 float day
- Generous paid sick leave allowance
- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5 % of your gross salary will be contributed to a group RRSP on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP
- Access to employee and family assistance plan

**How You Can Apply**

Send your resume and an email describing why you want to be part of the Fred Victor Team by February 29, 2024, to Madia Jeddie, Director of Finance and Technology, at [mjeddi@fredvictor.org](mailto:mjeddi@fredvictor.org) with "Finance Manager" in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

**Accessibility & Accommodation**

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.