

External Posting

Finance & Administration Manager One (1) Full Time-Permanent Position Windsor, Ontario

Hiring Salary Range: \$75,000.00 to \$93,000.00 Annually. Compensation within the salary range will be based on years of experience, skills, and qualifications.

Reporting to the Executive Director and working collaboratively as a member of the Senior leadership team, the Finance and Administration Manager promotes the mission, vision and values of Children First. The Manager of Finance and Administration provides leadership to the multiple areas of finance and corporate services including budgeting, finance, accounting, procurement, human resources, facilities management and information technology. The Manager of Finance and Administration will operationalize the strategic plan developed by the Board of Directors as it relates to these areas.

Responsibilities

- Implement appropriate financial management and forecasting systems, procedures, and practices to ensure financial management accountability in accordance with standards of accounting practice for not-for-profits and funder's financial policies.
- Prepare monthly and annual financial statements and complete all monthly, quarterly, and annual reports required by funders and other government agencies.
- Present monthly financial statements to the Finance Committee of the Board.
- Prepare agency budgets and service contract submissions.
- Manage the agency's payroll and purchasing processes.
- Manage the operation of the Agency's information technology systems and relationships with external information technology service providers and system managers.
- Manage direct reports in finance and human resources including but not limited to delegation of work, daily supervision, managing performance, coaching, and conducting performance appraisals.
- Participate in the Agency's accreditation process.
- Oversee the implementation of Human Resource policies and processes.
- Participate as a member of the Management and Senior Management teams and provide input on critical issues, participate in decision-making, and develop draft policies for submission to the Executive Director.
- Implement an agency-wide risk management strategy. Report to the Executive Director and the Board of Directors about risk mitigation and risk events.
- Oversee facility and equipment management and maintenance.
- Carry out other duties as may be from time to time assigned.
- Follow the outlined rules and regulations of the Occupational Health & Safety Act (OHSA) and promote and practice safe working conditions to avoid potential injury or harm to self, any employee, or child/family in receipt of services. As a manager, take every precaution reasonable to protect workers, including ensuring workers work in compliance with the OHSA, follow all health and safety policies, and use any personal protective equipment required by the employer.

Key Qualifications:

- Must possess knowledge and experience acquired through completion of a business degree majoring in accounting.
- A Chartered Professional Accountant designation is preferred.
- A minimum of six years of accounting experience in a non-profit environment.
- A minimum of six years supervisor experience.
- Knowledge of human resources management, employment standards, and labour legislation.

- Knowledge of non-profit and registered charity legislation and accounting principles.
- Proficiency in French is an asset.

We value the opportunity to provide equitable employment opportunities and accessible employment practices for all communities, including but not limited to persons with disabilities, Indigenous persons, 2SLGBTQ+ individuals, francophones, members of identified visible minority groups, and racialized communities.

Applicants with disabilities may request accommodations at any point in the recruitment and hiring process.

Hours of Work: 35 hours/week. The agency's regular hours of operation are from 8:30 a.m. to 4:30 p.m., Monday to Friday. Flexibility is required to meet service needs.

Closing Date: February 16, at 4:30 pm.

Please forward your cover letter and resume clearly stating how your skills and experience meet the position requirements to Rizz Khaliq, Human Resources Supervisor

E-mail: careers@children-first.ca

Website: www.children-first.ca

Thank you for considering a career with Children First. Please note that only candidates selected for an interview will be contacted.