

JOB POSTING

Manager, Finance (Controller)
Continuing Full-Time (35 Hours/Week)
Job #23-13

ELIGIBILITY TO APPLY

Anyone eligible is invited to apply for this position.

PRIMARY FUNCTION

Reporting to the Director, Finance, this position is responsible for the development, analysis, monitoring and reporting on The 519's financial position both in-year and within multi-year service plans as well as payroll and benefits. The position works across all departments and provides strategic business process analysis to support The 519's overall commitment to sound financial and fiscally responsible management, best practice and public service.

KEY ACCOUNTABILITIES

Budget Development

- Manages the financial planning, budgeting, and analysis services, including preparing recommendations for The 519's multi-year budget and service plans.
- Works across departments to prepare annual operating budgets, including preparing variance reports, gathering and reporting out on quantitative and qualitative factors inherent in service plans, performance measures, results and outcomes.
- Participates in the development, implementation, and enhancement of organizational systems and tools that facilitate the preparation, analysis, consolidation and reporting for service planning, budgeting and performance management in compliance with policies and financial planning requirements, to support strategic and executive decision-making.

Financial Reporting/Auditing

- Manages the accounting, financial and related business operations. Develops, recommends and administers the annual operating and capital budgets including preparing financial submissions and related material for the City of Toronto and other grants, foundation, governmental funders.
- Manages AP and AR including expense approvals, requisitions, EFTs, invoicing and monthly bank reconciliation processes in accordance with purchasing and procurement and contract management policies and Canadian public sector accounting standards for government not-for-profits ("PSAS-GNFPO").
- Monitors and reports on The 519's financial performance, providing oversight and compliance with financial planning and management policies and guidelines.
- Ensures financial and budgetary controls are met to fulfill The 519's fiscal management and accountability responsibilities and financial stewardship obligations.
- Provides support and oversight during the year-end reconciliation processes and liaises with the Auditor and the Director to support the completion of the annual audit and other required reporting.

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- Supports the Director to ensure that risk management process reviews are completed, including summarizing key risk management issues and working with the senior management team to develop appropriate mitigation strategies, policies etc.

Financial Control Processes

- Monitors planned results against actual performance and reports on causes for variances.
- Reviews and analyses program and agency costs and revenues for both operating and capital budgets, including resources required to deliver the identified services and appropriate business case analysis.
- Assists in the preparation of reports, policy papers, briefing notes and/or presentations regarding strategic, financial and operational issues that provide comprehensive budget data and analysis.
- Identifies relevant issues and makes appropriate recommendations for decision-making.
- Contributes to the preparation of the manuals of instruction for budgets, service planning, inventory management systems and other related policies/procedures.

Finance, Payroll and Benefit Administration

- Reviews and approves work prepared by various staff, including accounts payable, billing, payroll transactions and reconciliations.

Governance

- Prepares budget briefings documents and participates on the Board Finance Committee and management team meetings.
- Prepares Finance Committee Agenda and meeting documents.
- Maintains awareness of The 519's changing strategies, priorities, policies and programs, as well as provincial legislation, to ensure that the design and delivery of service plans and budgets are linked to strategic objectives and Board priorities.

Other

- Hires, supervises staff performance ensuring effective teamwork, high standards of work quality, organizational performance, workplanning, continuous learning/improvement and encourages innovation in others. Supervises the day to day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorizes and controls vacation and overtime requests. Supervises and evaluates employee performance, recommends and approves salary increments, resolves disputes, recommends and implements disciplinary action when necessary in accordance with the Collective Agreement and The 519/City policy.
- Supports the delivery of financial management training for employees who have delegated responsibilities related to purchasing, cash handling, etc.
- Participates in special project teams relating to specific initiatives or issues, providing sound strategic financial analysis and advice for recommendation, resolution and implementation.

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- Develops and maintains effective working relationships with funders and community partners.
- Liaises with various City of Toronto staff as required regarding appropriate matters and in compliance with relevant policies.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE

1. Post-secondary education in finance administration, accounting and or in a professional discipline pertinent to the job function plus relevant experience or an equivalent combination of education and experience.
2. Proven knowledge and experience in the application of the principles and practices of service planning, performance budgeting, operating and capital budget formulation, analysis, evaluation and controls, financial planning/management processes, techniques, and financial systems with particular reference to public and non-profit organizations; and Canadian public sector accounting standards for government not-for-profits ("PSAS-GNFPO").
3. Strong research, analytical and conceptual thinking skills, with the capacity to understand complex financial, service, operating and policy issues, program interrelationships and the potential results and outcomes of policy actions and the ability to conceptualize and develop options and recommendations to support decision making.
4. Proven experience in preparing comprehensive reports and analyzing, interpreting and summarizing information for the purpose of supporting decision making regarding financial, budgetary, policy and/or service issues.
5. Proven experience in the preparation of reports and presentations explaining and supporting analysis, proposing effective strategies and making recommendations to senior management.
6. Experiences with enterprise-wide financial, human resources and budgeting systems, preferably Blackbaud Financial Edge.
7. Proven experience in the use of Excel, Word, PowerPoint and Access software tools.
8. Demonstrated ability to perform cost/benefit, trend projections, budgeting, cost control, financial analysis and planning.
9. Proficient in all Microsoft Office applications with advanced skills in Microsoft Excel.
10. Sound judgment and ability to handle matters of a confidential, political and/or sensitive nature.
11. Sound knowledge of applicable legislation (Workplace Safety and Insurance Act, Occupational Health and Safety Act, MFIPPA, PHIPA, the City of Toronto Act, the Toronto Municipal Code Council Procedures, etc.), applicable collective agreements, HR policies & practices, etc.
12. Strong understanding of 2SLGBTQ communities, anti-oppression and anti-racist frameworks, including current issues and trends and the role that community centres contribute in local neighborhoods an asset.
13. Understanding and analysis of the systemic nature of oppression, particularly the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
14. Ability to effectively communicate both written and orally with internal and external stakeholders.
15. Demonstrated ability to work in a fast-paced environment, while ensuring accuracy, attention to details and meeting reporting deadlines.

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POSITION DETAILS

Position Status	Full-Time Continuing
Union Status	Management/Non-Union/Exempt
Starting Salary	\$72,407 - \$89,713 / year (wage grade 5; currently under review)
Benefits	Enrolled in health, dental, life and disability benefits after completing 6 months probation; Mandatory OMERS pension enrollment from day one.
Hours of Work	35 hours per week, flexible scheduling with expectation of evening and weekend work
Vacation	3 weeks per year (eligible for use after completing one year of service)
Location	Due to the nature of the work, this job will be performed primarily onsite at The 519 with some opportunities to work from home.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **Sunday, June 4, 2023**. Please quote **Job #23-13** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 23-13 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

Accommodation: *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*