SHEPHERDS OF GOOD HOPE

JOB POSTING
(Internal/ External)

POSTING NUMBER: **2022-107**

POSITION: **Senior Manager, Finance**
Non-union
Group Benefits; RRSPs

STARTING SALARY: **$69,300- $82,000**

CLOSING DATE: Send your resume and covering letter, quoting position number **2022-107** to HRRecruitment@sghottawa.com no later than **4:00 p.m.** on **October 10, 2022**

SUMMARY

Join us at Shepherds of Good Hope and add meaning to your work!

Shepherds of Good Hope (SGH) is one of the largest not-for-profit organizations dedicated to meeting the needs of individuals experiencing homelessness and vulnerably-housed individuals in the city of Ottawa. Many individuals who access our programs and services live with complex trauma, mental health challenges and substance use disorders.

A leader in supportive housing and harm-reduction, you'll be joining an organization that provides around-the-clock, comprehensive services to all genders in seven supportive housing, shelter and programming locations across the city. With 113 new units in development, Shepherds of Good Hope is transforming lives.

YOU can be part of the transformation.

At Shepherds of Good Hope, you will find an inclusive environment, with dynamic and innovative programs that offer fulfilling work with flexible schedules to meet your needs.

You'll find permanent and part-time positions and many opportunities to upgrade your skills and advance your career. When you grow, we grow.

Ready to join us? There is a place for you here!

RESPONSIBILITIES

Reporting

- Ensure all statutory remittances (including PST, GST, all applicable federal taxes, WSIB, and EHT), T3010 annual returns and any/all other relevant financial documentation are filed and reported well within regulated submission deadlines

- Ensure all external financial funding reporting requirements are complete and accurate and submitted in a timely manner and work with funders as required
- Collaborate with the Senior Management on external financial funding reporting requirements and other issues as they arise

Variance analysis and cash flow

- Monitor organizational cash flow and forecasting and identify requirements to Senior Financial Advisor, present to Finance Committee as required
- Prepare, review and analyze financial statements for Shepherds of Good Hope and Shepherds of Good Hope Foundation
- Develop, prepare, review and analyze financial reports for presentation to Finance Committees and Boards of Directors as required

Audit

- Coordinate and lead the annual audit process; liaise with external auditors and the Finance Committees of the Board of Directors; address audit observations and recommend and implement changes as required
- Liaise with external auditors throughout the year on any accounting issues that may arise
- Perform periodic on-site audits of client trust accounts and petty cash balances

Budget

- Oversee and lead annual budgeting and planning process in conjunction with the Senior Financial Advisor; monitor progress and changes, identify areas for improvement, recommend and implement changes as required
- Operating budget
- Capital budget
- Administer and review all financial plans and budgets; various programs, grants, adhoc requests

Operations

- Supervise the Finance team which includes monitoring work assignments, offering coaching and completing annual performance evaluations in conjunction with the senior financial advisor
- Oversee and support finance operations
    - AP
    - AR
    - Cash management
    - Payroll
    - Analyses
- Assist in the management of financing for major capital projects

Policy

- Develop, recommend, monitor, review and revise financial policies, procedures and internal controls and ensures compliance and proactively identify areas for improvement

QUALIFICATIONS

The Senior Manager, Finance must have a post-secondary education in accounting, finance or business management. Post-graduate education is preferred. They must have a minimum of 7 years' experience in finance/accounting management and a minimum of 5 years of supervisory experience. The Senior Manager, Finance must hold an accounting designation (CPA, CA preferred).

The Senior Manager must possess superior interpersonal skills and the ability to build consensus. They must develop collaborative relationships and promote a compelling vision. The Senior Manager must embrace and lead change decisively in a complex environment.

The Senior Manager must have superior communications skills, both written and oral, and be able to explain complex finances in simple language.

The Senior Manager should have hands on experience with accounting and financial management software, preferably SAP, ADP and excel. Having work experience in a non-profit organization is a valuable asset, as is knowledge of the CRA Fundraising Guidance to ensure proper financial reporting that contributes to the maintenance of the organizations' charitable status.

WORKING CONDITIONS

Regular office hours are focused on an 8 hour day from Monday to Friday during normal business hours that typically begin at 8am or 9am. There is an expectation of flexibility in scheduling work around meetings that occur from time to time during evenings and weekends. This includes meeting with the Finance Committee or Boards. This role provides opportunity to work remotely and onsite as required. As a non-unionized employee in the organization, there is an expectation that the employee will manage their time accordingly and utilize flexible working hours where needed to make up for the times where exceptional hours may apply.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our service users, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process and we will work with you to meet your needs.