SHEPHERDS OF GOOD HOPE

JOB POSTING
(Internal/External)

POSTING NUMBER: **2022-123**

POSITION: **Manager, Finance**
Non-Union
Benefits and RRSPs

STARTING SALARY: **$56,000-$66,000**

CLOSING DATE: Send your resume and covering letter, quoting position number **2022-123** to HRRecruitment@sghottawa.com no later than **4:00 p.m.** on **January 3, 2022**

ORGANIZATION INFORMATION

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!

JOB SUMMARY

Reporting to the Senior Manager, Finance, the Manager, Finance has oversight responsibility for all aspects of the day-to-day accounting functions of the organization, leads the audit process and the budget processes for both SGH and SGHF and handles service user cash management. The Manager, Finance supervises the Accounting Analyst and Senior Accounting Analyst position. In conjunction with the Senior Manager, Finance, the Manager, Finance recommends and implements accounting policies, and implements systems, processes and internal controls that meet rigorous regulations in the not-for-profit environment.

RESPONSIBILITIES

- Supervise the Senior Accounting Analyst and the Accounting Analyst position, which includes monitoring work assignments, coaching as necessary, and completing annual performance reviews.
- Oversee the day-to-day accounting processes for SGH, spot checking transactions, signing off on reconciliations and journal entries.
- Creates and updates financial processes and ensures that the team is trained on them.
- Oversees the internal budgeting process, providing support and guidance to the finance team in creating the templates and working with the management team to understand how to read their budget and fill out the budgeting forms.
- Oversee the audit process (both interim and year-end) for both SGH and SGHF, ensuring all information is available and provided to the external auditors on a timely basis. Be the main point of contact for the external auditors and maintain a good working relationship with them.
- Identify, monitor and mitigate financial risks across the organizations.
- Develop and implement effective internal controls and, on an ongoing basis, monitor compliance with those controls.
- As required, special ad hoc reports for management and the Boards.

QUALIFICATIONS

- Post-secondary degree, preferably in Commerce, Accounting, Finance or a comparable field.
- They must have a minimum of 5 years' of experience in finance/accounting management and a minimum of 2 years of supervisory experience.
- Progress towards an accounting designation is preferred (CPA or equivalent from other jurisdiction).
- Advanced knowledge of SAP Business One, Raiser's Edge, ADP, and experience using Bi360 or similar software.
- Possess advanced Excel skills and proficiency in using other Microsoft Office programs, including Access, Powerpoint and Word.
- Knowledge of specialized accounting for Not-for-Profit organizations and knowledge of specialized standards for MOH and City reporting is an asset.
- Ability to meet strict deadlines on a regular basis and thrive in a fast-paced environment.
- Professional and discreet, with a strong sense of integrity. They must have the ability to maintain privacy and confidentiality of sensitive information.
- Excellent problem solving, analytical and critical thinking skills and a knowledge of accounting principles and practices.
- Great communication skills, both written and verbal. Excel at interacting with others, especially in high pressure situations.
- Must be legally entitled to work in Canada
- Must by at least 18 years of age
- Able to read text and communicate orally in English. Ability to communicate in other languages is considered an asset.
- For successful candidates:
- A recent vulnerable sector check completed at maximum 3 months prior to employment offer.
- Health and Safety Training completed during onboarding and updated annually.

WORK CONDITIONS

The regular working schedule is 8 hours from Monday to Friday, during normal business hours that are typically between 8am and 5pm. There is an expectation of flexibility in scheduling work around program needs that may occur from time to time during evenings and weekends. 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 clients, 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.