

## Job Posting

**Position Title: Manager, Finance and Accounting**

**Employment Status:** FT Permanent

**Job Posting Deadline for Internal Candidates: December 3, 2024**, at 5:00pm

**Hours of Work/Schedule:** Monday to Friday, 35 hours a week

**Position Reports to:** Chief Financial Officer

**Primary Location:** Pickering – Hybrid (with flexibility to travel/transition between any of DCHC locations)

### Organization

**Durham Community Health Centre (DCHC)** is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

### DCHC's 2023 – 2026 Strategic Goals

- Drive Program and Service Integration and Client Experience Across All that DCHC Does
- Evolve Program Offerings to Improve Health Equity and Meet the Needs of DCHC's Priority Populations
- Establish DCHC as a System Advocate and Champion for Equity
- Enhance DCHC's Brand and Awareness Across Durham Region
- Become an Employer of Choice with a Focus on Recruitment, Retention, and Development

### Position Overview

The Manager of Finance and Accounting is a collaborative member of Durham CHC management team. A people manager role, this position is an integral part of a shared service infrastructure providing enterprise-wide support services to inter-professional teams across Durham CHC and for the Agency's collaborative model of care.

The Manager is responsible for all general accounting operations, payroll, accounts payable, accounts receivable, banking and adherence to all financial and related policies. This role will also be responsible

for all financial related processes and procedures and compliance of the same. In addition, the Manager will also be responsible for all funder report submissions and management reports - financial and other.

This role manages, develops, implements and monitors the Agency's financials, ensuring cross-collaboration and alignment in achieving the Agency's strategies and objectives for optimal delivery of services and overall operational efficiency. As such, the Manager will collaborate within an interdisciplinary team of health professionals and management/leadership members across the Agency in support of goals that align with and achieve the Agency's strategy, Mission, Vision and Values.

**Reports to:**

- Chief Financial Officer

**Direct Reports**

- Senior Financial Analyst
- Accounting Clerk

**Responsibilities**

- Support the Chief Financial Officer, leadership team, and managers in their respective roles by maintaining and providing timely reports and analytical services (e.g., financial, statistical, performance metrics). In this capacity, key will be to ensure overall organizational financial compliance with regulatory bodies and funders, to eliminate/mitigate risk exposure.
- Prepare monthly financial statements and detailed variance analysis.
- Management of accounting functions including reconciliations, month end schedules and expense analysis.
- Accountable for all funder report submissions and management reports - financial and other.
- Prepare all year end schedules for the annual audit.
- Assist with tax audits and the charity tax return.
- Manage short term funding, grant management and assist in the grant writing process.
- Support month-end and year-end close process.
- Prepare annual budgets in conjunction with the Chief Financial Officer
- Analyze budget variances and take appropriate corrective action
- Monitor and ensure proper financial coding
- Assist with the preparation of funding requests and reports
- Accountable for auditing the payroll register
- Review processes and suggest ways to improve efficiency and spending, contributing also to the development and implementation of associated policies and procedures.
- Review and recommend modifications to accounting systems and procedures.
- Document and develop where necessary, business processes and accounting policies to maintain and strengthen internal controls.
- Manage the development of departmental goals, annual work plans and reports that align with the annual organizational objective setting
- Ensure self and team's adherence with legislative requirements and employment principles (e.g. CPA rules and regulations; GAAP principles, Ontario Employment Standards, AODA, Human Rights Code);
- Identifying trends and recommending system improvements.

### **Key Qualifications**

1. University Degree in Finance, Business or Accounting.
2. Relevant certification (e.g. CMA or CPA) will be preferred; in-progress is also acceptable.
3. Proven experience (minimum 5 years) as a financial controller, accounting supervisor, chief or senior accountant.
4. Experience in the non-profit sector and familiarity with Ministry of Health reporting a strong asset.
5. Knowledge of and experience working with **Great Plains accounting software (Microsoft Dynamics GP) highly desirable.**
6. In-depth understanding of Generally Accepted Accounting Principles (GAAP).
7. Experience with general ledger functions and the month-end/year-end close process.
8. Financial modelling skills using MS Excel and other applications.
9. Advanced MS Excel skills including V Lookups and pivot tables.
10. Sound business management acumen with proven excellent people management (coaching/mentoring) skills, interpersonal and communication skills.
11. Accuracy and attention to detail.
12. Aptitude for numbers and quantitative skills.
13. Satisfactory criminal reference check.
14. Valid "G" Ontario driver's license and unlimited use of a vehicle.

### **Management Competencies**

1. Achievement oriented and demonstrates excellent organizational and coordination skills and the ability to prioritize multiple competing workload demands;
2. Team-working, conflict management and influencing/negotiating;
3. Demonstrates Strategic Outlook and Alignment – thinks strategically; understands long term organizational strategy and vision.
4. Takes an inventive and innovative approach to looking at organizational possibilities and opportunities while demonstrating the ability to take responsible risks.
5. Demonstrates a Drive for Results and Efficiency
6. Self-directed and highly motivated with excellent interpersonal and communication skills.

**Full vaccination against COVID-19 is mandatory for this position (Durham CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).**

### **Application Process:**

1. If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to [recruiting@durhamchc.ca](mailto:recruiting@durhamchc.ca) . This position will remain posted until filled.

2. While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
3. All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
4. All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

**Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility:** If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to [recruiting@durhamchc.ca](mailto:recruiting@durhamchc.ca). **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**

