

Is this you?

A leader, mentor, consensus-builder, strategic thinker with a bias to action and implementation; this would be how peers and colleagues describe you. You have a sense of humour, are positive and upbeat and, most of all, love to be around like-minded, capable individuals. You don't mind rolling up your sleeves and are passionate about contributing to the success of the organization you work for.

You have a knack for financials and numbers and enjoy the minutia of financial statements and associated reporting. Ideally, you've worked at a Not for Profit, so you understand the unique nuances of the sector as it relates to financial reporting. You've been accountable for IT and know where to go for answers to ensure optimal performance and security of the network.

You enjoy the TV show Jeopardy and would be totally fine spending your lunch hour with colleagues at work watching a recent episode. Also, you'd know how to hook up your phone to stream the show!

You would be comfortable overseeing payroll and benefits. You are known as a consummate professional, able to tactfully manage complex situations and to motivate and inspire colleagues. You are resilient and comfortable with ambiguity and keep focussed even in times of pressure.

If you have a passion for helping people and a track record of working in organizations that have advocated for people who are marginalized, please read on...

The Organization

Community Living Ajax-Pickering and Whitby (CLAPW) is dedicated to supporting people with developmental disabilities so they can live full lives and be effectively, safely and inclusively supported in their own communities. They serve that mission by offering a broad range of personalized supports and services, closely aligned with the individual goals of supported people including choice of where they want to live, learn, work and enjoy their leisure time.

CLAPW was founded in 1957 by parents of children with developmental disabilities who were concerned about the future teaching and inclusion of their children. They met with other concerned families and together formed the Association known as *Community Living Ajax-Pickering and Whitby*. The first major project of the newly formed Association was to open a school that would provide the resources and support for these children to secure a place in their community. We have continued that focus on supporting people to enjoy life in the community for over sixty years.

Operating 8 Residential Homes, 1 Treatment Home, Supported Independent Living, Day Supports and Supported Employment, Urgent Response, Intensive Supports and Volunteer Services the agency provides support to over 300 individuals and families each year.

The Position

This is a replacement role; a longstanding member of the team is retiring. Our successful candidate will report to Lisa McNee Baker, the Executive Director and will be a member of the Management Team. The Senior Manager of Finance and IT is responsible for the sound administration of CLAPW's financial, business

planning and budgeting, administrative and IT functions. As a part of the Management team, our candidate will work with their peers on the leadership team to collectively achieve organizational goals.

Our successful candidate will 'own' CLAPW's financials. Including long-term and short-term financial plans, accounting systems, financial analysis and reporting. They will develop an annual work plan for Finance and IT that will be in keeping with the changing environment and evolving needs of the organization. Our candidate will monitor and evaluate the effectiveness of the organizations finance and IT operation and will identify and lead changes when required.

Primary Responsibilities

DESCRIPTION OF PRIMARY RESPONSIBILITY

Reporting to the Executive Director, the Senior Manager of Finance and IT is responsible for the development, management and/or implementation of policies and systems for the optimization, control and accounting of all assets, liabilities, equities, incomes, costs and expenses. The incumbent is also responsible for the provision of accounting and administrative services on behalf of the Agency. The senior manager also oversees the production and timely delivery of all payrolls and assures proper tax treatment, accounting, and disposition of withholdings, such as taxes, deductions for benefits, pension contributions, and retirement contributions. Lastly though equally important, our successful candidate will oversee CLAPW's ACCPAC, PAYWORKS, SharePoint, AIMS Database, When2Work Scheduling Platform, Communications Systems and IT System.

DUTIES/ RESPONSIBILITIES/ ACCOUNTABILITIES

FINANCIAL OVERSIGHT

- Develops financial plans for the organization to meet short and long-term financial obligations including a capital reserve plan.
- Develops annual budgets for review and approval of the Executive Director, Board of Directors and MCCSS
- Ensure complete documentation and authorization of all CLAPW financial transactions.
- Oversees the management and process of accounts payable through cheque and EFT
- Ensures bank deposits are completed in a timely manner including at branch; POS machine; on-line and direct deposit; donations; along with managing petty cash and donated "cash card" records.
- Keep current with requirements, forms and ensure documentation is completed and submitted on time. This includes but not limited to Ministry Budget (Service Contract), Quarterly Ministry Reports, GST/HST return, Charitable Return, Residential Statistical reporting, Dedicated Housing reporting, repairs & maintenance documentation and any other documents as required by ministry), year-end EHT Reconciliations and quarterly reports
- Complete reconciliations of balance sheet accounts and payroll.

- Develops and implements policies and procedures to ensure that financial information is secure and stored in compliance with current legislation.
- Develops and maintains timely and accurate financial statements and reports, information from which sound business decisions can be made by the Board, Executive Director, and Management Team.
- Liaises with Treasurer of the Board as required
- Manage, open, and maintain accounts according to specific instructions
- Review bank statements and prepares bank reconciliation (monthly and year end) for review.
- Maintain budgets for all Individualized Funding and Passport Clients. Processing of credit cards/ interact for payments and passport ONE invoices.
- Participates within, assists and/or develops systems to enhance financial management of the Agency including forecasting, resource funding, purchasing, cost-benefit studies and other systems, as necessary.
- Ensures the proper payment of wages and salaries by supervising the preparation of all payrolls, assuring that the in-house payroll system is correctly processing salaries and reported hours worked, correctly utilizing paid leave and holiday pay, correctly accruing compensatory time, and correctly computing overtime.
- Assure that the in-house payroll system is working as expected and in compliance with federal and provincial laws, rules, and regulations by establishing controls, monitoring results, and collaborating with Human Resources, Managers, Executive directors, and IT Services to modify and adapt programming, processing methods, and reporting in response to changes in regulations, withholding rates, reporting needs, etc.
- Generate records of each payroll and maintenance of payroll records and accounts and prepares journal entries related to payroll in a timely manner.
- Lead preparation for annual audit, acting as the primary contact for the auditor. Respond to Auditor's comments concerning finances and operations and oversee required actions to address deficiencies
- Ensures completion of yearly financial audits for individuals supported in Residential Programs.

INFORMATION TECHNOLOGY

- Plans, administers, and maintains organization's information systems and Databases. Ensures data security
- Oversees and responds to the organization's IT needs and user support

- Responsible for the management of the efficient operations of the agency's network, databases, telephone and other Information and Communications Technology.
- Ensure backup procedures are in place for and take responsibility for daily backup of agency data and store in a secure & safe place off-site.
- Ensures that appropriate training and support is available to users of the systems.

KNOWLEDGE/SKILLS/ QUALIFICATIONS

- Communicates Effectively: Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Leads: Positively influences others to achieve results that are in the best interest of the organization.
- Fosters Teamwork: Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Makes Decisions: Assesses situations to determine the importance, urgency and risks, and makes clear decisions which are timely and in the best interests of the organization
- Organizes: Sets priorities, develops a work schedule, monitors progress in achieving goals, and tracks details, data, information and activities.
- Plans: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solves Problems: Assesses problem situations to identify causes, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolves the problem.
- Focuses on Client Needs: Anticipates, understands, and responds to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Behaves Ethically: Understands ethical behaviour and business practices and ensures own behaviour is consistent with CLAPW'S Code of Conduct and aligns with the values of the organization.
- High degree of maturity and flexibility, adapting quickly to change
- Exceptional analytical, mathematical, logic, and problem-solving skills.
- Ability to use tact, discretion and maintain information in the strictest confidence.
- Ability to work independently in a fast paced and changing environment.

- Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress

EDUCATION

- Degree or diploma in accounting.
- Certification through the Canadian Payroll Association or like organization is preferred but not required.

PREVIOUS RELATED EXPERIENCE

- Minimum of 5 years of experience in the field of accounting or bookkeeping in a non-profit environment, preferable funded by the Ontario Government
- Knowledge of accounting principles, procedures and accounting software. Experience with Microsoft office and AccPac an asset.
- Minimum two (2) years payroll administration experience in a computerized payroll environment.
- Knowledge of the Canada Revenue Agency, Service Canada, Employment Standards Act, Workplace Safety and Insurance Board and Employer Health Tax Regulations.
- Experience in dealing with and resolving audit, financial statement preparation, internal control, and risk management is required.
- Relevant computer experience

COMPENSATION

\$66,475.50 - \$71,331.00 per annum

Benefits:

Health insurance: Group plan coverage that typically pays for medical, surgical, prescription drug and sometimes dental expenses incurred by the insured up to \$2000.00

Dental insurance: coverage on various issues related to the teeth and gums, as well as to preventative care such as annual cleanings with an annual coverage maximum.

Vision insurance: Varies but will often cover routine eye health expenses such as eye exams, contact lens fittings, contact lenses, and eyeglass lenses and frames up to \$250.00 every 2 years.

Long term disability insurance: The plan provides you with regular income to replace income lost because of a lengthy disability due to illness or injury.

Retirement Benefit: Enrollment into the Registered Retirement Savings Plan. Employee contribution of a minimum of 3% of gross earnings and an employer contribution of a maximum of 5% of gross earnings.

If you are looking for an outstanding challenge, working with a great team for a very important, community focused organization then what are you waiting for? **Apply now!**

Please include your Cover Letter and CV and send to HR@clapw.org and submit by October 02, 2020 at 4:30 pm.

Please note only qualified respondents will be contacted.