



FINANCE MANAGER
1 Full Time Contract Position
INTERNAL/EXTERNAL POSTING

DATE: September 8th, 2022

LOCATION: Downtown Toronto, ON - Finance

COMPENSATION: \$65,986 - \$88,016

DURATION: October 1st 2022 to September 30, 2023.

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving approximately 10,000 annually and providing 1,733 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind.

LOFT stands for Leap of Faith Together. Our employees have an opportunity to take calculated risks and lead the way in the creation, implementation and evaluation of system-wide solutions. We work hard. We care passionately. We celebrate. Our staff are the key to our success. LOFT is recognized as a Nonprofit Employer of Choice™ Award (NEOC) recipient and we believe that our LOFTy culture is at the core of everything we do.

To help fulfill our mission, LOFT is hiring a **Finance Manager**.

JOB SUMMARY:

Under the direction of the Director of Finance, the Finance Manager is integral to the detailed preparation of the annual corporate budget. The position is also responsible for preparing budget submissions for review by senior management critical in securing and maintaining funding for the various programs within the corporation from a variety of funding authorities. Monitoring program expenditures in comparison to detailed budgets on a regular basis to ensure programs are operating within their financial means is an important function which is necessary to ensure the continuing financial stability of the Corporation.

***Note:** All LOFT employees are required to be fully COVID-19 vaccinated as a condition of hire in accordance with LOFT's Vaccination Policy. A satisfactory vulnerable sector check (VSC) is also required.*

What You Will Do:

1. Gain a thorough overall knowledge of the Program and their funder
2. Provides support to the Program management with regard to planning, budgeting, reporting, and forecasting along with the execution of an accurate budget, forecast, analysis and reporting
3. Assist in managing day-to-day financial activities
4. Provide on-going training and mentoring for the Program management on budgeting, forecasting, and general financial issues to augment the staff's knowledge and skills and improve the departments' financial performance
5. Manage reports and special analyses as required and provides financial and business service required by various groups.
6. Manage monthly reconciliations and adjusting journal entries
7. Supervises financial analyst staff
8. Ensures on-going monitoring and reporting budgets and report to various governments
9. Work closely with the Accounting Manager

What You Bring:

- University degree in commerce, finance or business administration.
- Recognized accounting designation (CMA, CGA or CA).
- Minimum two years' experience in a senior accounting position, including staff supervision.
- A high level of proficiency with Microsoft Excel, Microsoft Word, and Microsoft PowerPoint is required.
- A strong understanding of accounting processes is required or equivalent experience with a comparable software product such as Microsoft Great Plains
- Solid analytical skills are needed in order to prepare financial projections which contribute to decisions involving corporate and/or program restructuring
- Excellent listening, verbal and written communications skills. The Manager must have the necessary leadership to communicate with members of other departments to analyze these observations and propose solutions if appropriate
- The ability to teach others on how to understand their financial reports and how use desktop software to more effectively execute their functions
- Must be able to deliver oral and written presentation
- Proven ability to prioritize in high volume environment

What We Offer

- Paid time off per year: We observe 10 public and civic holidays, vacation days and paid sick days. On top of that, we have paid float days which you are encouraged to take (no justification required).
- E-learning program available all year round and accessible at your convenience; just sign up for mandatory trainings and others which you are interested in.
- Professional development budget available to help you nurture and shape your career.

TO APPLY: Send your resume with cover letter to Human Resources **Email:** hr@loftcs.org

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. Applications are encouraged which indicate diversity in culture, race, sexual orientation, gender identity and experience that reflects the clients we serve.

LOFT Community Services is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting humanresources@loftcs.org or (416) 979-1994. We welcome and encourage people from equity-deserving communities and intersecting identities to apply for this position.

PLEASE INCLUDE: "FINANCE MANAGER" IN THE SUBJECT LINE OF ANY EMAILS.

CLOSING DATE: September 22nd, 2022