

FINANCE MANAGER

Position Overview

The Finance Manager is responsible for the accounting processes and procedures to ensure that EHS' financial records accurately reflect the organization's financial position. The Finance Manager will:

- Ensure accurate completion of monthly reporting package and implement new or changed practices and reporting
- Develop procedures to ensure that accounting entries are recorded accurately and on a timely basis in accordance with generally accepted accounting policies, including Quickbooks standards
- Develop procedures to ensure that all income is recorded accurately and on a timely basis and that tax receipts are issued in accordance with CRA requirements
- Develop procedures to ensure that supplier invoices and expense reports are reviewed, approved and paid accurately and on a timely basis
- Ensure compliance with all EHS policies and CRA and Municipal policies and guidelines
- Interface with external auditors for the year end financial reports
- Lead budget and forecast processes
- Review and submit completed regulatory filings such as, CRA reporting, HST and Municipal property tax credit applications and reporting

Duties and Responsibilities

- Review revenue input to ensure accuracy and completeness
- Review month end journal entries and reconciliations
Maintain utility, fixed asset and Canada Helps donation schedules and reconciliations
- Review all expense reports for Board Members for completeness, receipts and business explanations and appropriate approvals
- Monitor bank account activity and balances for all bank and investment accounts and review bank reconciliation and cleared cheques
- Review monthly reporting packages and co-ordinate and finalize the preparation of the annual budget and periodic re-forecasts
- Ensure all reporting files and bank statements are uploaded to the EHS google drive
- Provide accounting advice to Operations
- Provide fundraising analyses for special events
- Ensure timely filing of the following:
 - PSB Rebate for HST semi-annually
 - Realty Tax Rebate each year
 - CRA annual return information

- Liaise with auditors, prepare financial statements and supporting working paper files, respond to audit queries
- Manage applications for municipal licenses
- Ensure adherence to internal controls.
- Manage cash flows and oversee adequate funds for payment runs
- Review and oversight of new account setup and changes

Qualifications and Experiences Needed:

- A member in good standing of the CPA professional association
- Experience in leading an organization's finance team preferably with some experience in the non-profit sector
- Expertise in accounting, financial planning and management reporting, budgeting, audit, governance and tax
- Experience with QuickBooks Online, Excel, Word
- Strong analytical, organizational and interpersonal skills
- Ability to work with others
- Demonstrated people and project management skills, ability to delegate

How to apply:

Send an email with your interest, reason for wanting to work with EHS and resume to the contact below. Please include "EHS Finance Manager Application" in the subject line.

EHS HR Recruiter
HR.Recruiter@etobicokehumanesociety.com