



Manager of Finance

Position: Manager of Finance

Hours of work: 40 hours per week

Start date: Immediate

Responsible to: Executive Director/Community Leader

Salary: \$55k - \$65k based on L'Arche Canada Compensation policy

L'Arche Toronto – Role Description for Manager of Finance

Position Summary:

The Manager of Finance ensures that L'Arche Toronto's financial affairs are effectively managed in accordance with generally accepted accounting principles, government regulations as well as principles, values and philosophy outlined in the Charter of L'Arche, the Mission Statement of L'Arche, and the L'Arche Servant Leadership Model.

Major Responsibilities:

- Ensures that effective financial systems are developed and maintained. Monitors and encourages good stewardship of L'Arche Toronto's financial resources.
- Process all bill payments regularly and payroll (ADP) semi-monthly
- Coordinate year-end payroll including T-4 reports and summary
- Book journal entries as required and perform monthly reconciliations
- Coordinate fiscal year-end audit including preparation of auditor-required working papers and being the reference person when auditors are on site.
- Prepare draft annual financial statements
- Coordinates the preparation of the internal annual Budget empowering the Community Leader, Leadership Team members as well as House and Program Leaders in their areas of responsibility. Participates in Leadership Team Meetings as necessary so that Finance remains an integral part of the implementation of the Community Mandate.
- Provides financial reports on a monthly basis to the Community Leader, Leadership Team and other staff with Budget responsibility and ensures appropriate follow-up on variances to budget.
- Provides financial reports to the Finance Committee of the Board of Directors on a quarterly basis (at a minimum). Organizes periodic Committee meetings (minimum of 6 per year) to review the financial status of the organization. Acts as Secretary for the Finance Committee Meetings.
- Responsible for all financial reporting to the Ministry of Community and Social Services including, but not limited to:
 - Annual Budget Submissions (MCSS + Housing/Simpson)
 - Quarterly Reports;
 - Transfer Payment Annual Reconciliation
 - Annual Information Return
- Responsible for federal government reporting including filing of the Charitable Information Return, quarterly GST/HST Returns.
- Records receipt of funds, deposit cheques in bank

- Prepares invoices for all amounts owed to L'Arche Toronto
- Participate in staff training meetings and workshops as needed

Key Requirements

1. Proficiency with Microsoft Office, especially Excel and PowerPoint
2. Proficiency with QuickBooks
3. Payroll processing experience required, ideally with ADP or Ceridian service
4. Not-for-profit/charity experience
5. Experience working with provincial and federal government
6. Experience presenting to small groups
7. Vulnerable Sector Police Reference Check
8. University degree in Business with Accounting
9. CPA designation (Asset)

Please submit your application to humanresources@larchetoronto.org by noon on Friday February 13th 2019.

L'Arche Toronto is actively committed to creating a diverse and inclusive community and encourages applications from all qualified candidates. L'Arche Toronto offers accommodation for applicants with disabilities in its recruitment process. If you require accommodation during the recruitment/hiring process or require an accessible version of a document/publication, please contact Hannah Rawlins (hannah@larchetoronto.org).

Thank you for your interest, however, only those invited for an interview will be contacted.