

Employment Opportunity

Job Title: Finance Manager Job Posting # FM-001/2019-20	Date Posted: April 17, 2019	Report to: Chief Operating Officer
	Date Closed: April 30, 2019	Position Type: Full Time Contract – 12 Months (covering maternity leave position)

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling needs of the diverse communities for the past 28 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has a number of research studies to its credit and is recognized as an innovative organization for community development and for its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada.

About Position:

The Finance Manager is responsible for maintaining financial, accounting and administrative services. Responsible for all aspects of financial control and reporting, the Finance Manager is the link between the accounting department and senior management. The ideal candidate will have a minimum 3 years of experience in the charity. The candidate will be required to plan, organize, direct and control the daily operations. He/she must be organized, a multitasker and able to work effectively in a fast-paced environment.

This is a 12-month contract to cover a maternity leave. The position is full time (37.5 hours per week) and will be based at 50 Sunny Blvd., Brampton location.

Qualifications and skills:

- Bachelor's degree in Accounting and/or Finance. CPA, CGA or CA is preferred
- Experience working in multi-disciplinary team
- Self-starter, able to work to deadlines independently and as part of a team
- Experience with non-profit charitable
- Proficiency in Microsoft Office, Microsoft Great Planes Dynamic and QuickBooks is a must
- Organized, problem-solver, time management, great communications skills
- Able to work under tight time constraints and meet specified deadlines
- Detail oriented and well organized
- Ability and willingness to work flexible hours
- A satisfactory Vulnerable Sector Screening (police record check) report

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Responsibilities:

Budgets:

- Create annual budgets, working closely with the management team
- Monitor actual results compared to budget and funding source regulations to effectively measure organizational performance
- Report variance analyses to management

Reporting:

- Prepare consolidated financial statements and all related schedules for Audit Committee
- Create board reports and ad hoc analysis for both internal and external purposes
- Prepare reporting using complex templates provided by various government and non-government funders

Books and records:

- Maintain a documented system of accounting policies and procedures
- Ensure that all balance sheet accounts are properly analyzed and reconciled
- Perform required bookkeeping
- Post all necessary journal entries
- Forecast cash flow positions and funds available
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Maintain books and records using Quick Book and Microsoft Great Planes Dynamic

Others:

- Perform specific tasks as requested by the management
- Make deposit runs to the bank
- Handel petty cash
- Prepare and submit required schedule, documents for auditors, and assists auditors during annual and semi-annual audit and manages audit process
- To attend monthly Audit Committee meetings
- Identify risk, comment and provide guidance implementation of the risk management strategy
- All other duties needed by the organization

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Hours: Full time, some evenings and weekends work is required.

Position to commence: June 3, 2019

Please submit resume by April 30, 2019 to the Hiring Committee at:

E-mail: jasmin@pchs4u.com

Please add Job Posting # FM-001/2019-20 to the email subject line and cover letter.

We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, LGBTQ, Aboriginal persons, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at jasmin@pchs4u.com