



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Manager, Financial Reporting & Analysis Competition #2020-154-CS

Employment Type:	Full-Time, Non-Bargaining Unit
Work Hours:	35 hours/week
Application Deadline:	Open until filled

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 82nd year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Finance, Central Services

The Finance team is a central resource to the entire organization; responsible for payroll, accounts receivable and payable, and financial reporting.

What You Will Do

Budget/Forecast Coordination and Administration

- Maintain the budget process, coordinate timelines, and create and distribute budget guidelines and schedule.
- Provide Budget support to all Administration units.
- Perform quality assurance checks and prepare the consolidated organizational budget.

Financial Analysis, Consolidated Reporting, and Monthly Internal Reporting

- Support and coordinate the preparation of timely monthly financial statement reporting.
- Support internal monthly reporting needs through the Management Reporter tool.
- Implement validation procedures to maintain and improve the quality of monthly reports.
- Perform comprehensive analyses of financial data; prepare management reports and analysis of results utilizing complex electronic financial information from the Great Plains system, spreadsheets and other financial information from all components of the organizational entity.
- Work with the Director of Finance in reviewing Great Plains system efficiency and ensure ongoing adaptation to operational requirements are mitigated.
- Assist with variances and other reports to identify, prepare, and analyze ad hoc reporting.
- Work with Management to implement new policies, procedures, and best practices.

Planning and Building Financial Models

- Conduct research on competitive costing and recommend benchmarks for measuring the financial and operating performance of departments and programs.
- Lead quality improvement initiatives including continual evaluation and alignment to meet changing needs of the clients.
- Establish and support effective communication at all levels that focus on improving service.

Special Projects

- Identify finance, corporate services, and operations related projects and participate in performing project management tasks.

Internal and External Audit Reporting

- Support the audit process by preparing audit schedules and initial draft financials.

Finance Support

- Support the corporate insurance renewal process.
- Support the procurement process and other related activities.
- Support the bank reconciliation and tax remittance process.
- Provide reports and training to other staff on financial processes and applications as needed.
- Timely preparation and submission of all property tax rebate applications.

Human Resources Management

- Recruit, hire, train, and evaluate direct reports.
- Ongoing supervision and coaching of staff, including completing annual performance reviews and creation of development plans.

Management of Accounts Payable

- Manage and coordinate the daily activities of the A/P department including development and implementation of systems, policies, and procedures.

Housing Portfolio Support

- Support the integrity and accuracy of all the Housing subsidy's transactions by recording, verifying, consolidating, and entering transactions.
- Support all Housing internal and external reporting requirements.

What You Bring to the Team

- Bachelor's degree and CPA/CMA or CPA/CGA designation.
- Five (5) years of financial accounting management (including general ledger, payroll accounts payable, and complete financial statement preparation) experience.
- Experience supervising a team, preferably in a unionized environment.

What Will Set You Apart

- Proficiency with accounting, spreadsheet, and word processing software at an advanced level.
- Ability to operate effectively at both a tactical and operational level.
- Ability to communicate effectively to all stakeholders and levels of the organization.
- Experience working in a team-oriented and collaborative environment.
- Excellent interpersonal skills.
- Experience in the not-for-profit sector is an asset.
- Knowledge of Great Plains accounting software is an asset.
- Strong time management skills and ability to prioritize and respond to urgent situations while consistently meeting competing deadlines.
- Excellent analytical and problem-solving abilities.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1+ year), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	careers@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.