



140 ISLINGTON AVENUE
ETOBICOKE, ON M8V 3B6
TELEPHONE 416 252 7949
FAX 416 252 1520

www.womens-habitat.ca

Women's Habitat of Etobicoke

Finance and Operations Manager

Permanent Full Time Management Position

Women's Habitat provides shelter and services to women identified individuals and their dependents that have experienced or are at risk of experiencing violence. Our 25 bed emergency shelter has been providing women and their children a safe place to rebuild their lives since 1978. Our Outreach Centre was added in 2006 to provide services to women and children in the community.

We are looking for a dynamic leader who shares our agency values and is passionate about our mission. The Finance and Operations Manager is a member of the management team, specifically responsible for managing the financial health of the agency. The Finance and Operations Manager has one direct report; the Accounting Coordinator. This senior leadership position ensures organizational effectiveness, efficiency and growth.

Responsibilities:

Finance

- Ensure sufficient resources and reserves are available to meet the organization's short term and long term needs
- Oversee all the bookkeeping functions including: general ledger, accounts payable, accounts receivable, weekly cheque deposits, payroll, banking and assets management.
- In collaboration with all the senior leadership team, develop program budgets, annual operating budget and communicate financial reports to major stakeholders - funders, The Board of Directors and the Executive Director
- Prepare and submit annual budget, quarterly and annual financial reports including Transfer Payment Annual Reconciliation (TPAR) report to the Ministry of Community and Social Services (MCSS)
- Prepare and submit financial reports to the United Way of Greater Toronto
- Develop, implement and review financial policies and procedures to safeguard assets and integrity



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- Review monthly financial results and implement monthly variance reporting and take corrective action if required
- Identify agency financial needs and make recommendations as required to the Executive Director
- Develop and present reliable financial statements, variance and narrative reports and take corrective action if required
- Ensure proper internal controls are in place to counter threats and effectively achieve agency's objective
- Coordinate and lead the annual external audit process
- Ensure statutory filings are done on a timely manner, including HST rebate, annual charity return, employer's health tax (EHT), payroll deduction at source (CPP, EI) etc.

Investment

- Monitor investment funds and including agency's usage of designated repair and maintenance funds
- Present investment analysis to the Audit and Finance Committee
- Manage, monitor and report on agency cash flow
- Manage the acquisition of capital assets and ensure assets are properly recorded, amortized, and disposed of as appropriate

Reporting to Audit & Finance Committee of the Board of Directors

- Coordinate meetings, develop agendas, and record minutes for year-end audit process
- Develop annual budget and present committee for discussion, review and approval
- Review and revise financial policies on a regular basis and present to committee for review and approval
- Prepare financial reports and budget variance; analysis/narrative reports for committee on a quarterly basis

Payroll

- Oversees all payroll functions including approval of bi-weekly payroll cycle, processing for ROE, T4 and T4A and processing payroll in the Accounting Coordinator's absence.



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Management

- Provide on-going leadership, support and direction to staff member
- Provide staff with day to day support and guidance
- Responsible for staff performance management, including regular supervision sessions, performance appraisals, development of work plans, action plans, learning goals and addressing professional development needs.
- Ensure effective management of internal communications
- Create a culture of collaboration and teamwork in order to meet deadlines and team objectives

Operations and Administration

- Manage information systems (IT) for the agency to ensure it is operating efficiently and user needs are addressed
- Manage and review contract and price negotiations with vendors and service providers.
- Analyzes and organizes office operations and procedures to increase efficiency and productivity.

Other

- Attends all agency meetings as required
- Assists in fundraising activities if needed and serves as an ambassador for the agency.
- Other duties as assigned by the Executive Director

Qualifications:

- Related university degree or college diploma
- Working towards Chartered Professional Accountant (CPA) designation is preferred
- Over 5 years directly related experience including 2-3 years' experience at management level.
- Experience managing IT functions
- Proven success in charitable sector with knowledge of CRA requirements
- In depth knowledge of generally accepted accounting standards (GAAP) for not for profit organization
- Experience managing ADP payroll system and Quick Books accounting software, or similar programs.



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Knowledge, Skills and Abilities:

- Excellent and demonstrated supervisory and management skills.
- Demonstrated strong organisational and project planning abilities.
- Ability to understand and balance strategic and operational thinking.
- Very good assessment, trouble shooting and problem solving skills.
- Very strong priority and time management skills.
- Good conflict resolution abilities.
- Financial Management and Leadership skills
- Knowledge of NFP Business Analysis Model
- Financial Analysis and Fiscal Foresight skills
- Governance and Funding Requirement skills

Core Competencies:

Women's Habitat expects their employees to possess the following competencies:

1. Ensure that the Health and Safety guidelines are followed in accordance with the policies and procedures of the agency.
2. Ensure appropriate notification of child abuse as required by the Child and Family Services Act.
3. Adhere to and abide by Women's Habitat's harm reduction philosophy.
4. Ability to conduct trauma-informed work when dealing with agency clients.
5. Understand and adhere to the Ontario Human Rights Code at all times and in all aspects of her work.
6. Understand and implement anti-oppression and equity principles in all aspects of her work.
7. Ability to respond to a crisis in ways appropriate to ones role at Women's Habitat.
8. Demonstrate willingness and the necessary skills to attend to conflict and tension with colleagues and non-client stakeholders.
9. Engage in constructive communication with peers, staff, clients, volunteers and other stakeholders, share information in an appropriate and timely manner and adhere to the agency's confidentiality agreement.
10. Ability to critically examine how she carries out her role and takes responsibility for the impact of her behaviors on others.



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- 11.** Demonstrate a commitment to continuous learning in order to ensure the delivery of high quality service.
- 12.** Has the ability to work collaboratively as part of an effective team to best meet the evolving needs of clients and advocate on their behalf.

This is a permanent, full time position, with occasional evening and weekend work required. Women's Habitat offers a competitive salary and an excellent benefits package.

To apply for this position please forward resume and cover letter to Sojie Tate, Human Resource and Communications Manager state@womens-habitat.ca

Deadline for Applications: September 5th, 2018 5pm

Visit our website www.womenshabitat.ca and our social @womenshabitat



Women's Habitat is committed to the development of a staff team that reflects the diversity of the communities we serve. Applications from Aboriginal Women, Women of Colour, Women with DisAbilities, Lesbian, Bi-sexual and Trans-identified women are strongly encouraged.

*Our agency is in compliance with AODA standards. Should you require accommodation please contact our Human Resource Manager state@womens-habitat.ca
416-252-7949 Ext: 244; TTY line: 416-252-0361*

We thank all applicants for their interest in working with Women's Habitat; however only those candidates selected for an interview will be contacted.