



Internal/External Job Posting

POSITION TITLE: Finance Manager
DETAILS: Full-Time Contract
REPORTS TO: Executive Director
SALARY: \$60,000 to \$70,000
START DATE: ASAP
CLOSING DATE: April 22, 2021

Organization Summary:

For Youth Initiative (FYI) is a non-profit organization that has served, inspired and advocated for thousands of teens and young adults in York South-Weston since 1995. We provide year-around services and programs to local youth to meet their needs and empower them to reach their full potential. Every young person's journey is unique and their needs are too.

Position Summary:

The purpose of this position is to ensure the efficient and responsible management of the finances of the organization and to ensure that FYI meets all its financial obligations. Jointly with the executive director the position is responsible for the preparation and monitoring of budgets, budget forecasts & financial reports, the responsibility for all aspects of payroll, and the overseeing of accounts receivable and payable. This position works closely with the Executive Director and Management team.

Main Tasks & Responsibilities

Accounting

- Maintains complex budgets including overall financial management of FYI and its programs.
- Prepares quarterly and annual forecasts of FYI's budget, initiates process improvements and plays a key role in the annual budget process
- Maintains and reconciles Accounts Receivable and Accounts Payable on a monthly basis
- Manages day-to-day cash flow to ensure adequate cash on hand to meet operating requirements
- Ensures organizational expenses are properly approved and paid on a timely basis
- Prepares and provides monthly financial report to ED and Managers
- Other duties as assigned

Financial Reporting

- Works with multiple funders and complex budgets
- Prepares and analyses quarterly cash flows of all programs
- Assists in developing funding proposals to be submitted to external funders
- Prepares and maintains financial records and statements as required by different funders and for year-end auditing purposes
- Supports in the submission of financial reports to funders and other stakeholders that FYI maybe accountable to
- Reconciles payments and prepare annual report to EHT, WSIB, GST rebate and other government returns



Human Resources Administration

- Management of personnel files ensuring security and confidentiality of information
- Prepares and processes biweekly payroll and other personnel reports
- Processes invoices and employee expense reports for payment
- Prepares Record of Employment forms, T4 slips and other documentation as required
- Maintains and tracks employees' leave of absences
- Leads administration of staff benefits plan

Required Qualifications

Education

The minimum level of education preferred is a community college diploma in Commerce, Accounting or Business Administration. Current enrollment in or completion of an Accounting Designation is preferred.

Experience

- 2-3 years of experience in a non-profit environment working with complex accounting policies and procedures
- Experience communicating effectively with both financial and non-financial staff and stakeholders
- Experience assisting an Executive Director or supporting a management team
- Experience with HR administration and knowledge of Human Resources legislation preferred
- Practical experience handling and knowledge of office equipment: telecommunications, photocopiers, and computers
- Minimum of one year experience working in a non-profit environment with a strong understanding of an anti-oppressive framework
- QuickBooks, Microsoft Office (Word, Excel, PowerPoint), and/or other accounting software

Core Competencies:

- Superior interpersonal communication skills
- High emotional intelligence
- Ability to maintain a high level of confidentiality and discretion
- High attention to detail
- Demonstrated ability to take initiative, and work with minimal supervision
- Capacity to prioritize tasks, work well under pressure, while ensuring to meet tight deadlines
- Flexible and adaptable to changing workloads and priorities
- Exceptional organization and time management skills
- Adept at providing and receiving feedback
- Leadership mindset
- Committed to professional development
- Thrives in a diverse working environment



Working Condition

- Hours of work - 35 hours weekly with flexibility on daily schedule as well the opportunity to work remotely with some requirements to work extended hours on occasion
- Location: Works from FYI's Administrative Office, 1652 Keele Street, or remotely as negotiated between the Executive Director and the successful candidate.

How to Apply:

Applications are being reviewed on a rolling basis so we encourage you to apply early.

Please send your cover letter, resume, and three references in Word or PDF format by 11:59PM on Wednesday, April 21, 2021 by email with the subject line FINANCE MANAGER to hr@foryouth.ca

For Youth Initiative is committed to employment equity initiatives. We encourage residents of York- South Weston and surrounding communities and members of youth, ethno-racial, aboriginal, immigrant, francophone, refugee, LGBTQI+ and disabled community groups to apply and self-identify.

If accommodation is required during the hiring process, please advise at the time of application or contact the HR Manager. If you are selected, you will receive the HR Manager's contact info.

NO PHONE CALLS PLEASE