

JOB POSTING

Manager of Finance

Posting Date: Friday May 9, 2025

Closing Date: When filled

Position title: Manager of Finance

Organization: Alzheimer Society Southwest Partners

What We Offer:

- Health benefits
- Pension plan
- Paid sick time
- Birthday off paid
- Generous vacation time
- Flexible work models
- Paid personal days
- Positive workplace culture

About This Position:

Immediate Supervisor: Director of Operations

Direct Reports: Finance Clerk

Job Status: Full-time, Permanent, 35 hours per week, occasional evening and weekend work required.

Location: Within the region of Elgin, Middlesex and Oxford counties and remote from home. Travel throughout the region may be required.

Summary: The Manager of Finance is responsible for the management of general accounting duties, payroll, accounts payable/receivable, the annual audit, budget, Board, funder and statistical reporting. The position provides leadership to the finance team and works closely with the operations and development teams to ensure the integrity of finance and data processes.

Leadership Responsibilities:

- Provide leadership within the finance portfolio
- Works closely with supervisor to carry out objectives within portfolio's Enterprise Risk Management Plan and Strategic Plan
- Be present at each office site throughout the month as role requires
- Always represent the Alzheimer Society in a professional manner, treating all clients, volunteers, partners, donors and staff with respect and dignity
- Always act with the best interest of the organization
- Demonstrate an understanding and commitment to the role and mission of the organization

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- Supports the fund development mission
- As a leader of the Society, is expected to participate in organization activities and events such as: annual general meeting, fund development, appreciation, social, and other events as required
- Manage HR functions for direct reports including and not limited to: performance, employee development, scheduling, time off requests, participating in recruitment, orientation and onboarding process for new employees, ongoing support and communication with individuals and the team
- Work to foster an environment of communication, collaboration and efficiency across all departments
- As a member of the leadership team, support and participate in established committees. For example: Culture, EDI etc.
- Responsible for ensuring that organizational policies are clearly communicated, understood and consistently complied with by team members within portfolio
- Provide reports and updates for supervisor, related staff and Society Committee(s) as required
- Other related duties as required

Role Specific Responsibilities:

Financial Oversight and Reporting

- Entering all journal entries
- Preparing various reconciliations and schedules (capital schedules, detailed investment subledger by fund, including investments held in trust in foundation)
- Quarterly, provide Financial Statements and other financial reports, including a narrative summary
- Present Draft Financial Statements and Reports to the Finance and Audit Committee for their review and discussion and for the Treasurer to then present a financial update to The Board of Directors
- Annually, prepare a Budgeted Statement of Operations in Financial Statement format.
- Completion of custom reporting as required.
- Prepare various working papers and analyses that provide audit support for each element of the Financial Statements
- Prepare financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO)

General Accounting

- Quarterly accruals, allocations, general ledger adjustments
- Establish and oversee yearly budget with input of the leadership team
- Responsible for Year- end account reconciliations
- Responsible for updating deferred revenue schedules on a quarterly basis
- Supervise activities of the finance team and ensure completion of:
 - preparation and filing of T3010 yearly Charity Return (Foundation & Society)
 - preparation and filing of bi-annual HST returns (Foundation & Society)
 - bank balance reconciliations at month-end
 - financial reports for all managers/leaders
 - summary of deposits and withdrawals from the foundation bank account

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- invoices for sponsorships, educational sessions and all other billing as required
- Manage payroll on bi-weekly basis using ADP Workforce Now
- Responsible for reviewing year- end T4's and T4 summary submission produced by ADP
- Responsible for reviewing Employer Health Tax submissions and annual reconciliation remitted by ADP
- Manage pension and benefit activities

Accounts Payable

- Monitor cash flows
- Make bank transfers from the foundation or investments as required
- Supervise activities of the finance team and ensure completion of:
 - Accurate coding of invoices to expense accounts and grants in QuickBooks
 - Payment of invoices by direct deposit or cheques for A/P
 - Tracking of grant income/expenses
 - Entering and reconciliation of credit card expenses

Audit

- Coordinate and support annual audit
- Ensure development staff reconcile donor database income accounts to QuickBooks income accounts
- Ensure that auditors are provided with a copy of QuickBooks files, invoices, payroll files, ledger accounts and all other audit-related materials as requested

Reporting: Ontario Health/Ministry of Health Reporting/Alzheimer Society Ontario

- Manage the collection and submission of financial and statistical reports to funding bodies:
 - MIS Trial Balance and Ontario Health West (OHW) quarterly reporting
 - Behaviour Supports Ontario (BSO) to HealthChat,
 - Alzheimer Society Ontario (ASO) First Link Care Navigator (FLCN) reports
 - Enhancing Care
- Prepare and submit Annual Reconciliation Report (ARR) to the MOH and OHW, including auditor's attestation
- Prepare yearly CAPS budget (financial and statistical information)

Evaluation:

- Participation in performance management process

Requirements / Experience and Qualifications:

Skills:

- Excellent planning and organizational abilities
- Superior time management skills and the ability to meet deadlines
- Results orientated and focused
- Highly analytical and detail oriented
- Ability to use discretion, sound judgment and tact in handling sensitive and/or confidential information

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- Excellent interpersonal and communication skills (verbal, written, public speaking)
- Computer literacy, proficiency in Microsoft 365 suite, accounting (QuickBooks) and payroll software, MIS reporting to the Ministry of Health
- Comfortable conducting and participating in online virtual meetings and presentations (ex. ZOOM, TEAMS)
- Ability to plan, coordinate and evaluate systems
- Establish and maintain system partnerships relating to portfolio

Required Experience and Qualifications:

- A degree, diploma and/or equivalent experience in a relevant field
- CPA designation
- 3 plus years of relevant work experience at a leadership level
- Ability to lead, support and evaluate a team
- Knowledge of current legislation and best practices related to all things financial
- Demonstrated ability to develop strong, authentic and sustainable relationships with colleagues
- Ability to work a flexible schedule within regular work hours
- Valid driver's license and access to own vehicle
- Vulnerable sector police record check

Preferred Qualifications:

- Experience in the non-profit and health care sector
- Knowledge and experience working with people living with dementia and their care partners
- Recruitment and selection experience
- Practical experience in the application of Accounting Standards for Not-For-Profit Organizations (ASNPO)
- Practical experience in the application of the deferred method of accounting for contributions as well as fund accounting

Working Conditions:

- Hybrid work: office setting, some work from home
- Virtual work, may have extended periods of screen time
- Manual dexterity required to use desktop computer and peripherals
- Occasional lifting / carrying up to 25lbs
- Reaching, bending, walking, sitting, and standing
- Freedom of movement throughout the day
- Travel required throughout the region

Organization Overview:

The Alzheimer Society actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

Our Vision:

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No one impacted by dementia goes unsupported.

Our Mission:

We provide community and person-centered support and education to those impacted by dementia.

Our Values:

Collaboration, Excellence, Respect, Compassion and Belonging.

Website: www.alzswp.ca

TO APPLY:

Interested applicants will submit a **complete application package including cover letter and resume in .pdf format to:** HR@alzswp.ca (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

Commitment to Equitable Recruitment:

The Alzheimer Society Southwest Partners (AlzSWP) recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values (collaboration, excellence, respect, compassion and belonging) and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. AlzSWP welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQAI+.