

Finance, Generalist
Full Time Permanent, 35 hours per week

Storefront Humber Inc. is a non-profit, charitable organization located in South Etobicoke. We developed out of the growing concern for residents living in the area who were without adequate support to remain independent in their own home. The agency started as a result of caring Humber College students and volunteers and has now flourished to a thriving agency of over 150 employees, providing services to over 2,300 clients.

The Back-Office Shared Service team wishes to establish and sustain a productive Finance department, which provides accurate and exceptional customer service to clients. The Finance team members will actively support individuals from the other back-office functional areas and external community Health Service Providers (HSPs) organizations. As such, the ability to demonstrate a positive attitude, strong communication skills and diplomacy is required. Each team member will deliver services, ensuring a positive customer service experience to each client that contributes to enhancing customer satisfaction.

POSITION SUMMARY:

Reporting to the Director, Shared Services, this position is responsible for supporting the Back Office Shared Services team with Finance administrative related tasks as well as meeting the Finance administrative needs of all client HSPs.

RESPONSIBILITIES:

Finance

- Oversight of day-to-day accounting operations, including completion of monthly bank reconciliations, as well as regular review and amendment of journal entries and income statement/balance sheet account changes, as required.
- Expenditure forecasting, monitoring and controls, including maintenance of detailed utility charges spreadsheet, and regular review of utility costs and all residential/commercial cost allocations.
- Internal financial reporting, including quarterly financial presentations to the Board of Directors.
- Monitoring LHIN/MOHLTC payments and intra-year funding adjustments.
- Addressing issues associated with year-end LHIN/MOHLTC reconciliations/settlement.
- Prepares financial statements and variance analysis and distributes to Executive Management.
- Assists in budget preparation and proposal submission.
- Prepares annual reports to funding agencies and other stakeholders.
- Prepares year-end schedules.
- Liaises with auditor throughout audit process.
- Reports to Finance Committee and Board of Directors as requested by Executive Director.
- Other duties, as assigned by the Executive Director.

Administration

- Preparation of budgetary and financial results reports for government funders, including: Community Accountability Planning Submissions (CAPS).
- LHIN quarterly reports.
- LHIN Annual Reconciliation Report.
- Client HSP specific reports including but not limited to:
 - MOHLTC Private Non-Profit Housing Corporation and Mental Health & Addictions Housing Programs budget forms;
 - MOHLTC Private NP and Mental Health Annual Information Returns.
- Undertaking review of preparation of quarterly MIS Trial Balance reports to improve alignment with other external financial reporting and Ontario Healthcare Reporting Standards (OHRS).
- Managing relationships with financial institutions and government lending authorities, including bank account administration and preparation of mortgage/line of credit documentation.

Agency and Client HSP Responsibilities

- To be aware of and adhere to agency policies and procedures found in the Employment Policies & Procedures Manual.
- Work within the standards outlined in the Storefront Humber and client HSPs' Employment Policies & Procedures Manual.
- Reflect the philosophy of the organization and to follow all policies and procedures.
- Adhere to provincial and Storefront Humber and client HSP privacy and confidentiality guidelines.
- To ensure that relevant and accurate information is maintained and disseminated as required such as employee expense sheets, time sheets and time off requests.
- To accurately adhere to the agency data and client HSP reporting requirements.
- To participate on agency committees on a voluntary basis.
- To participate in agency special events if applicable.
- Engage in own supervision in accordance with established procedures. This includes participating in regular appraisals of job performance and completing a yearly goal plan.
- To engage in ongoing professional development.
- On a voluntary basis participate in the supervision of student placements, if applicable.

Qualifications

- Degree/diploma as a CPA or equivalent experience.
- 3+ years of related experience in a non-profit environment.
- Proficiency in Quick Books and Great Plains.
- Understanding or knowledge of mental illness an asset.
- Uses an anti-discrimination/anti-oppression approach.
- Strong written and verbal skills.
- Computer competent and literate (word-processing, email, internet, spreadsheet and database software knowledge and experience).
- Personal characteristics of flexibility, resourcefulness, creativity, independence, sensitivity, persistence and commitment are necessary.

- Sound judgement and decision-making, organizational, time management, analytical and communication skills.

As part of our hiring practices, we encourage and particularly welcome applications from traditionally marginalized communities. This includes, but is not limited to: consumer/survivors, individuals of colour, Indigenous and First Nations individuals, differently-abled individuals, and members of the LGBTQ community.

Note: This is a job description reflecting general duties for this position. It is intended to suggest the general level of skill and complexity of the position. There may be additional duties related to specific agency sites that will be outlined by your supervisor.