

Job Posting Manager, Finance

Background

Roots Community Services Inc. (RootsCS) is a charitable organization that provides culturally-relevant programs and services to inspire residents in the Region of Peel and beyond, primarily from the Black, African and Caribbean communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and in finding solutions to improve their health, well-being and quality of life.

The Position

The position of Manager, Finance, which reports to the Chief Executive Officer, is responsible for overseeing the organization's finance portfolio, ensuring timely reporting of the agency's monthly financial position and submission of reports to the Board of Directors and funders.

Term of Employment: Full time

Compensation: \$81,900 - \$100,100

Reports To: Chief Executive Officer

Hours of work: 35 hours per week

Type of work: Hybrid with minimum 2 days per week in office

Location: Brampton and community-based service delivery; evening work where required

Major Duties & Responsibilities

The Manager, Finance, will be responsible for, but not limited to, the following duties:

1. Oversee financial management of RootsCS, including payroll, accounts payable and receivable, expense management and accurate financial record-keeping, ensuring adherence to financial policies and regulations
2. Assist the Chief Executive Director in summarizing data, information and trends; preparing budgets, and developing forecasts to ensure financial sustainability of the organization
3. Ensure compliance with requirements to maintain our charitable status, including the annual audit and statutory filings
4. Prepare financial reports with narratives for funders for the assigned grants, by reviewing the allocation of funds, and analyzing, investigating and explaining any variances to program budgets

5. Coordinate the annual external audit or other required financial assurance engagement.
6. Prepare audit schedules, supporting documentation and reconciliations, and coordinate responses to auditor requests.
7. Work with external auditors and management to address audit findings and implement agreed recommendations.
8. Develop, maintain and monitor financial policies, procedures and internal controls.
9. Respond to financial inquiries by gathering, analyzing, summarizing and interpreting data; applying financial principles and practices, and developing recommendations.
10. Analyze results and trends to inform continuous program improvement and to generate financial insights included in reports to funders and other stakeholders
11. Make recommendations for both short-term and long-term strategies that will help ensure growth and sustainability of the organization
12. Support the planning and execution of fundraising and donor stewardship events and activities
13. Fulfill other relevant duties as assigned by the Chief Executive Director

Skills & Qualifications

1. Bachelor's degree in accounting, business administration or a relevant designation
2. An accounting designation and registration in an accredited organization is an asset
3. Minimum of 5 years' experience in financial management especially in the nonprofit sector
4. Highly skilled in analyzing budgets, financial statistics and accounting principles
5. Strong knowledge of the Canadian not-for-profit and charitable sector, including statutory legislation, regulations and reporting requirements
6. Ability to synthesize large quantities of complex data into actionable information
7. In-depth understanding of financial trends both within the organization and nonprofit sector
8. Ability to guide and lead employees to ensure appropriate financial processes are being used
9. Experience in developing financial reports with narratives based on funders requirements
10. Proficient in QuickBooks online, Microsoft 365 and Google Workplace
11. Highly organized, able to prioritize work, innovative, and self-directed
12. Excellent business judgement, analytical, and decision-making skills
13. Strong interpersonal, communication and presentation skills
14. Have a clean and recent Police Reference Check



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We operate in a hybrid work environment, both in the office and remote. All employees are expected to participate in special assignments as a team-oriented and inclusive organization. These include fundraising, strategic planning and other related activities which contribute to the continuous development and expansion of Roots Community Services Inc. They are expected to contribute to ongoing department growth and improvement via excellent job performance and proactive communication. Each employee and team is integral to RootsCS' mission.

Please forward your application with a cover letter addressed to the People and Culture Manager by email to careers@rootscs.org with the subject line Manager, Finance. Please note that we will be reviewing applications as they are submitted until the position is filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.