FINANCE MANAGER

Location: Any SOAHAC site in SW Ontario
(Chippewa, London, Cambridge, Owen Sound or Windsor)

Status: Full-time

Posting Date: December 11, 2020

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC’s objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a Finance Manager to join our interdisciplinary staff team.

Reporting to the Chief Financial Officer (CFO), the Finance Manager is responsible for the day-to-day financial oversight of our 25+ government funded programs throughout Southwest Ontario. This position will also be responsible for the supervision and development of the Finance team. In addition to the tasks outlined below, this position will work closely with the CFO to present financial reports and key performance indicators to SOAHAC’s Senior Leadership Team, the Board of Directors and site Integrated Care Managers. The Finance Manager will be expected to work out of the London/Chippewa site for training purposes (approximately 3 months), as well as, regular travel to all other SOAHAC sites.

Requirements

- University degree in accounting or a related field
- Professional accounting designation (CPA)
- Minimum 5 years’ experience in the public sector
- Minimum 5 years of management experience
- Minimum 3-5 years of financial experience
- Experience with MOH/LHIN Ontario Hospital Reporting System
- Knowledge of Microsoft GP considered an asset
- Ability to travel to SOAHAC sites across Southwestern Ontario as required
- Willingness to participate in Indigenous Cultural Safety Training, teachings, and ceremonies
- Clean and current vulnerable sector police check as a condition of employment
- Valid government issued driver’s license and access to a reliable vehicle
- Up to date immunization record
Responsibilities

Financial
- Oversight of the finance team’s day to day operations to ensure the accurate and timely provision of financial information and analysis
- Manage general ledgers and account balances related to each funding source
- Prepare monthly account reconciliations and monthly reports in accordance with funding provider specifications and applicable GAAP
- Prepare quarterly financial reports for funding providers
- Identify risk areas and develop mitigating controls to ensure compliance with all applicable contracts, policies, and procedures
- Assist in the development, control and maintenance of financial management reports, forms, worksheets, statistics, and forecasts to provide the necessary information and tools to ensure the efficient and effective operation of the organization
- Prepare annual financial statements and workpapers for audit purposes
- Provide decision support to all programs through timely and relevant management reporting

Annual Budget
- In collaboration with the CFO, lead the budget process to review and identify fund allocation and indicators for the year
- Work closely with the CFO to prepare 25+ program budgets and SOAHAC’s consolidated budget on an annual basis for approval from the CEO and Board of Directors
- Work with the CFO to prepare and manage budget projections for new funding related to expansion of programs and the organization
- Ensure ongoing compliance with funder agreements
- Prepare and distribute monthly budgets to leaders, ensuring they understand and manage within their budget

Leadership / Operations
- Performance management including training, performance appraisals, inspecting/reviewing work, & coaching the Finance team.
- Support the Accreditation process.
- Manage and supervise the bi-weekly payroll process prepared by the Financial Administrator, including the analysis of payroll reports to ensure no discrepancies exist and compliance with applicable legislation.
- Oversee the management of SOAHAC’s group insurance and pension plan (annual report submission).
- Ensure Occupational Health and Safety is adhered to within your area.

Other
- Perform other duties as assigned by the CFO, in accordance with the organization’s objectives.
- Work in a team environment, supporting the Finance team as required. Act as a backup to the CFO and/ or Finance Administrators in their absence within the provisions of applicable policies.

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.
This position is a full-time permanent position based on 5 days/ 35 hours per week. Salary is competitive and subject to experience. Comprehensive benefit and pension package included.

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: Finance Manager, "Location" (add candidate's location here)

Or mail to: Human Resources
Southwest Ontario Aboriginal Health Access Centre
425-427 William Street
London, ON N6B 3E1

Closing Date: January 3, 2021

Please visit Southwest Ontario Aboriginal Health Access Centre online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!

We thank all those for applying but only those selected for an interview will be contacted.