



October 1, 2024
Manager of Finance & Administration
(Full Time - 35 Hours/Week)
Internal/External Job Posting

The Manager of Finance & Administration plays a pivotal role in overseeing financial operations for the John Howard Society of Waterloo-Wellington, a criminal justice agency providing prevention, intervention, and reintegration services. Reporting directly to the Executive Director or their designate, this managerial position involves managing banking, financial responsibilities, and administration, facilities and information technology within the agency. We offer an excellent work environment and competitive company benefits.

As a community-based charitable organization focused on crime prevention, we offer: life skills coaching/programming; school-connected programs, diversion and other programs and services fostering accountability and learning about healthy relationships, repairing harm and making amends; and employment programs. We understand a myriad factors contribute to crime including social and community factors. We work closely with stakeholders including other community agencies, schools, probation, police, courts, employers, and others.

JHSWW is accredited by Imagine Canada. We have three priority focus areas in our current strategic plan:

- ❖ RESILIENCY
- ❖ COLLABORATION
- ❖ INCLUSION

For more information about the John Howard Society of Waterloo-Wellington visit <http://jhsww.ca>.

About the Role

The Manager of Finance will serve as a crucial member of the leadership team, contributing to the organization's financial stability, strategic planning, and overall success in fulfilling its mission to support the community through effective financial stewardship. This position at the John Howard Society of Waterloo-Wellington requires a seasoned finance professional capable of managing diverse financial functions, overseeing administration, grant funding, audits, reporting, strategic investments and coordinating corporate service functions. The incumbent will contribute significantly to prudent financial management, accurate record-keeping, compliance, and effective decision-making within the agency.

Key Responsibilities

1. Financial Management: Oversee the organization's financial operations, including budgeting, forecasting, and financial reporting.
2. Accounting: Manage the day-to-day accounting functions, ensuring accuracy and adherence to accounting principles, and overseeing financial transactions.
3. Budgeting and Planning: Develop and monitor budgets in alignment with organizational goals and programs, providing analysis and recommendations for improvements.
4. Compliance and Reporting: Ensure compliance with regulatory requirements, accounting standards, and reporting obligations for charitable organizations in Ontario and Canada.
5. Financial Strategy: Contribute to the development and implementation of financial

strategies aligned with the organization's mission and objectives.

6. Financial Analysis: Conduct financial analysis, interpret data, and provide insights to support informed decision-making by the leadership team and the Board of Directors.
7. Audit and Risk Management: Coordinate external audits, manage risk assessment, and implement internal controls to safeguard organizational assets.
8. Grants and Funding: Manage financial aspects of grants, funding applications, and reporting to funders, ensuring compliance and accountability.

Finance:

- Manage and maintain financial records, including General, and Investment accounts.
- Process Accounts Payable and Receivable through secure online banking platforms.
- Reconcile bank accounts and general ledger entries, producing accurate financial statements for audits.
- Facilitate year-end entries, annual budget preparation, and grant/proposal budgets.
- Reconcile and deposit Benefit and Pension member contributions, overseeing premium reconciliations.
- Monitor and reconcile payroll, donations, credit card transactions, and operational budgets.
- Prepare quarterly/periodic financial reports for internal and external stakeholders.
- Manage agency assets, liabilities, vendor contracts, and financial compliance.
- Participate in Board meetings, Finance Monitoring Committee, and support audit processes.
- Ensure CRA compliance and facilitate tax returns, including HST returns.

Requirements:

- Education: Bachelor's degree in Accounting, Finance, or a related field; CPA designation preferred.
- Experience: Minimum of 5 years' experience in financial management, preferably in the non-profit or charitable sector in Ontario.
- Knowledge: In-depth understanding of financial principles, accounting standards, and regulatory requirements for charitable organizations in Ontario.
- Analytical Skills: Strong analytical and problem-solving skills with the ability to interpret financial data and provide strategic recommendations.
- Communication: Excellent communication skills, both verbal and written, to effectively interact with stakeholders, present financial information, and facilitate decision-making.
- Leadership: Proven leadership abilities, including team management, collaboration, and the ability to guide financial strategy within an organization.
- Technology Proficiency: Proficiency in financial software and Microsoft Office.
- Access to a vehicle, and ability to work flexible hours (evenings/weekends) as required & to travel throughout Waterloo Region and Guelph/Wellington County.
- Working knowledge of online banking platforms and financial management software.
- Strong mathematical, analytical, and problem-solving abilities.
- Efficient organizational skills, and ability to work under pressure.

What We Offer

- Comprehensive and competitive compensation package including 4 weeks' vacation to start
- Health & dental benefits
- A defined contribution pension plan (upon completion of required waiting period)
- A team of experienced, passionate and loyal managers and senior coordinators
- A motivated and supportive Board of Directors
- Flexible & Hybrid work arrangements
- The opportunity to make a positive impact in the lives of those who are vulnerable with complex support needs

Interested candidates should submit a cover letter and résumé to the Director of Human Resources by 12 pm (noon) EST October 18, 2024 via email to resumes@jhsww.ca
Please include the job title in the subject line of the email.

The John Howard Society of Waterloo-Wellington is dedicated to providing a welcoming space for all clients, staff, volunteers, placement students, and guests. We welcome applications from people of all races, ethnicities, religions, cultures, sexual orientations, gender identities and different abilities. Should you require an accommodation or any aids during the application or interviewing process, please do not hesitate to contact the email mentioned above, to give us the opportunity to make suitable arrangements. Any personal information submitted to the John Howard Society of Waterloo-Wellington will be retained for the purpose of the recruitment process only. While we thank all applicants, only those invited for an interview will be contacted. Candidates considered for an interview will be asked to provide proof of credentials (degrees, diplomas, designations, etc.). Candidates are encouraged to compile this information to have it ready if requested.



Accredited
IMAGINE CANADA

