POSITION INFORMATION

Job Title: Finance Manager
Reports To: Finance Director/ Executive Director
Location: John Howard Society of Toronto - Onsite
Employment Status: Full Time – Permanent
Salary: $75,000 per year
Potential Start Date: As soon as possible
Date Created/Updated October 2026

POSITION SUMMARY

The Finance Manager is responsible for the day-to-day financial operations, ensuring accurate financial processing, reporting, compliance, and strong internal financial controls. The role focuses on financial administration, funder reporting, and operational budget monitoring, while overall financial strategy, Board-level financial planning, and organizational fiscal leadership are led by the Executive Director in collaboration with the Finance Director.

The Finance Manager supports program managers by providing timely financial information and ensures the organization's financial practices align with funder, regulatory, and audit requirements.

Key Responsibilities

1. Financial Operations & Accounting Support

- Oversee daily accounting functions including accounts payable, accounts receivable, general ledger maintenance, and bank reconciliations
- Ensure accurate and timely entry of financial transactions
- Maintain accounting records, files, and documentation systems
- Prepare bank transactions and reconciliation of bank statements
- Monitor cash flow and flag anomalies, risks or variances to the Finance Director

2. Budget Administration & Monitoring

- Support the preparation of the annual operational and program budgets
- Monitor program budgets to ensure expenditures align with approved funding agreements
- Review utilization of restricted funds and assess alignment with funder intent
- Provide financial summaries to program managers and the Finance Director highlighting trends, risks and variances
- Support budget development for funding proposals and program renewals, as required

3. Financial Reporting

- Prepare monthly internal financial reports for review by the Finance Director
- Prepare funder-required financial reports (quarterly, interim, or ad hoc)
- Support preparation of financial schedules and documentation for Board reporting
- Ensure accuracy of financial data used for decision-makin

4. Audit, Compliance & Risk Management

- Prepare documentation and schedules for audits and reviews
- Act as a liaison to auditors for operational and program financial information
- Ensure compliance with CRA requirements, funder guidelines, and contractual obligations
- Identify financial and compliance risks and recommend mitigation strategies
- Maintain up-to-date knowledge of accounting standards and regulatory requirements relevant to non-profit organizations

5. Payroll & Expense Administration

- Provide payroll processing support or review, as required
- Review staff expense claims, mileage, petty cash, and credit card reconciliations for accuracy, appropriateness and policy compliance

6. Systems, Controls & Process Improvement

- Maintain internal financial controls and procedures
- Identify opportunities to improve financial processes, systems, and reporting efficiency
- Support development and documentation of financial procedures and controls

7. Staff & Program Support

- Provide guidance to staff involved in financial processes and record-keeping
- Support program managers in understanding financial requirements and compliance expectations
- Offer training or tools related to budget tracking and financial accountability
- Support all financial aspects of programs, including tracking revenues and expenses
- Perform other finance-related duties that support operations

The Finance Manager does not hold primary responsibility for:

- Organizational financial strategy and long-term financial planning
- Final approval authority for the financial policy
- Overall fiscal leadership of the organization

Qualifications

Education & Experience

- Degree or diploma in Accounting, Finance, or related field
- Minimum 3–5 years of experience in accounting or financial administration or management, preferably in the non-profit sector
- Experience with funder financial reporting, compliance reviews, and audits

Skills & Competencies

- Strong knowledge of accounting principles, financial controls and audit practices
- Experience working with restricted funding and funder compliance
- High analytical ability with attention to detail and pattern recognition
- Strong organizational and time-management skills
- Ability to explain financial information clearly to non-finance stakeholders
- Ability to assess risk and exercise sound professional judgment
- Proficiency with accounting software and Excel

The John Howard Society is an equal opportunity employer and a United Way anchor agency. If you require any accommodation during the recruitment process, please inform Human Resources.

Please submit all cover letters and resumes by email to careers@jhst.ca by November 1, 2026 at 11:59pm. Be sure to indicate the position in the subject line.

Applications will be reviewed as they are received; early applications are encouraged.

Only those selected for an interview will be contacted. Thank you