



Position Title: DIRECTOR, FINANCE & ADMIN

Department: Finance and Administration

Date: July 17, 2017

PURPOSE

This position provides oversight to all of the agency's financial and administrative operations. The Director, Finance and Administration (DFA) will ensure the efficient operation of the Toronto People with AIDS foundation's (PWA) accounting systems and all aspects of its financial recording and reporting as well as ensure efficient day-to-day operation of accounts payable and receivable, deposits, investments and payroll. In addition, the DFA will ensure the management of the office, ensuring a safe and efficient workplace environment.

ACCOUNTABILITY

The Director, Finance & Admin reports to the Executive Director. The DFA supervises the I.T. and Administration Coordinator, Intermediate Accountant, and any other Accounting/Admin staff and volunteers.

KEY RESPONSIBILITIES

Administer PWA's accounting practices and functions in accordance with: Canadian accounting standards for not-for-profit organizations (ASNPO), generally accepted accounting principles (GAAP) and Board Policies.

Develop and maintain timely and accurate financial statements and reports that are appropriate for the users: Executive Director (Senior Management team), Board Treasurer (Finance Committee and Board of Directors), Funders (grants/sponsorships) and PWA Members (audit financial statements).

As a member of the Senior Management team, the DFA will provide direction, management and leadership in the administrative, business planning, accounting, budgeting, I.T. management and policies and procedures development. The DFA is a cheque signing officer and has the authority to legally bind PWA for investments, contracts and leases.

Finance and Administration

- 1) Prepare internal monthly financial statements, annual budgets, quarterly forecasts, fundraising campaign reconciliations, financial grant reporting, and management reports
- 2) Ensure all statutory requirements are met – charitable status, withholding payments (CPP, EI, income tax, EHT, HST/GST), and prepare annual CRA charitable tax return and other government reports in a timely manner

- 3) Coordinate yearend audit, including preparation of working papers, draft financial statements and notes, and internal control reports, and liaise with the Board Treasurer (and Finance / Audit Committee) and external auditors
- 4) Maintenance of accounting systems (general ledger, payables, receivables, payroll, bank reconciliation)
- 5) Control of cash receipts and disbursements of funds, reconcile bank and investment accounts; monitor investments for optimum benefits and seek Board approval on cash flow situations
- 1) Process and maintenance of payroll and administration of employee benefits in a unionized environment, including payments, reconciliation and reporting
- 7) Develop, implement and ensure compliance with internal financial and accounting policies and procedures.
- 8) Manage security issues and maintenance of computer network and policies and procedures; ensure that personnel and financial information is secure and stored in compliance with current legislation
- 9) Manage the acquisition of capital assets and ensure assets are properly recorded, amortized and disposed, as appropriate.

Human Resources

- 1) Supervises, supports and provides performance feedback to all Finance and Administration staff and consultant contracts, (includes regular supervision meetings, and participate with annual performance evaluations)
- 2) Coordinates the training and development of staff.
- 3) Supports and directs staff in achieving greater efficiencies.

Operations

- 1) Acts as Manager on call when required.
- 2) Supports lease and building maintenance activities and decision making processes.
- 3) Completes other duties as assigned by the Executive Director

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- 1) Proficiency using Dynamics GP and Microsoft Excel.
- 2) Excellent communication, problem-solving and interpersonal skills.
- 3) Scrupulous attention to detail.
- 4) Creativity in finding cost savings.
- 5) Ability to work in a flexible and informal work environment.
- 6) Able to organize, set priorities and manage multiple tasks.
- 7) Understanding of the complexity of issues relating to HIV/AIDS.
- 8) Sensitive to issues of diversity and accessibility.

QUALIFICATIONS

Experience

- 1) Minimum 3 year experience as a senior financial administrator or manager in a non-profit organization.

- 2) Minimum 5 years accounting experience and strong understanding of general accounting practices, including preparing financial reports for city, provincial and federal government funders, experience and understanding of budget monitoring/analysis and financial reporting.

Education

- 3) Chartered Professional Accountant (CPA) designation, or equivalent, is preferred. Consideration will be given to CPA students in good standing, who are working towards their CPA designation
- 4) Post-secondary university degree or college diploma in related field
- 5) Canadian Payroll Association designation (PCP or CPM) is preferred, or equivalent combination of payroll education and experience
- 6) OAN Leadership and/or other relevant PHA (people living with HIV/AIDS) capacity building training an asset.

Toronto People With AIDS Foundation is an equal opportunity employer and we strongly encourage people living with HIV/AIDS to apply for this position.

Deadline for submissions is 5pm, August 11th, 2017. No phone calls please.

Resumes may be submitted in confidence to:

Murray Jose-Boerbridge, Executive Director

Email: operations@pwatoronto.org

Fax: 416-506-1404

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