



Scarborough Centre for Healthy Communities (SCHC) is dedicated to improving the health and well-being of Scarborough's diverse communities by providing accessible, equitable, and transformational health and social services. Through our Neighbourhood Health Model, strong community partnerships, and a commitment to addressing the social determinants of health, we create opportunities for people and communities to thrive.

Guided by our I2CARE values—Inclusivity, Innovation, Collaboration, Accessibility, Respect, and Equity—we foster a workplace where people feel valued, supported, and empowered to make a meaningful difference.

As an academic community health organization, we advance health equity through research, education, and knowledge sharing. We prepare the next generation of health professionals through community-based learning experiences that reflect the realities of team-based care, community support systems, and the diverse communities they will serve. We are currently looking to hire an:

**Finance Manager
1 - Full-Time Permanent (35 hours per week)**

Reporting To: Chief Finance & Administration Officer

Purpose:

The Finance Manager is responsible for tactically coordinating and supporting the management and administration of all financial and general accounting services for Scarborough Centre For Healthy Communities (SCHC) inclusive of all financial operations, transactions, investments, cash management, receivables and payables, internal (Funder and legislative) financial reporting, fund source management and other related operating activities.

The incumbent works in tandem with the Chief Finance & Administration Officer (CFAO) to support the operational budget plans, prepare and analyze internal and external financial reports, monitor financial performance, alerts management to variances and tactically assists in mitigating them.

The incumbent coordinates the preparation of all funder program such as OHT, MOHLTC, City of Toronto and regulatory reports for submission. The incumbent will be knowledgeable about program reporting and keep up to date with current regulations.

Key Areas of Responsibility:

Financial Analysis, Consolidated Reporting and Monthly Internal Reporting

- Support and coordinate the preparation of timely monthly financial statements.
- Support internal monthly reporting needs through a reporting tool compatible with Great Plains such as FRx Reporter
- Implement validation procedures to maintain and improve the quality of all financial reports.
- Perform comprehensive analysis of financial data; prepare management reports and analysis of results utilizing complex electronic financial information of all components of the organizational entity.
- Work with the CFAO in reviewing Great Plains system efficiency and ensure ongoing adaptation to operational requirements are fulfilled.

- Monitor expenses and revenues and provide monthly documented reports on variances to management.
- Review operating statements and GL reports monthly.

Audit Reporting

- Support the audit process by preparing audit schedules & initial draft financials and responding and/or escalating Auditor queries.

Finance Support

- Support the procurement process.
- Support the bank reconciliation and tax remittance process.

Management of the General Accounting and Accounts Payable Function

- Manage and coordinate the daily activities of the Accounts Payable and general accounting team including development and implementation of systems, policies and procedures.

Financial Reporting and coordination

- Prepare quarterly/ Annual funder reports correctly and upload to website.
- Maintain current knowledge of funder reporting standards (e.g. OHT / MOHLTC, City of Toronto).
- Implement internal standard reporting package for all Directors and Board submissions.
- Prepare month-end closing journal entries and balance sheet reconciliations.

Budgeting/ Forecasting

- Prepare budgets according to funder directed guidelines.
- Provide and enable program management to negotiate budgets with appropriate funder.
- Ensure program budget applications are correctly completed.

People Management

- Responsible for hiring, training, motivating, evaluating direct reports while supervising and delegating departmental tasks.
- Provide ongoing supervision of staff including conducting annual performance reviews.

Corporate and Special Projects

- Complete operational analysis, participate in projects, and perform other duties as required.
- Identify areas of process improvement that will reduce workload.
- Participate in quality improvement initiatives as required.

Other Responsibilities:

- Understand, interpret, and embody SCHC's mission, vision, and values.
- Implement SCHC's strategic priorities.
- Adhere to all policies and procedures of SCHC.
- Lead key financial operation improvement projects.
- Other duties as assigned.

Educational and/or Professional Qualifications:

Chartered Professional Accountant (CPA, CA, CMA, or CGA) member is preferred, Bachelor's degree.

Skills and Knowledge:

- 5 years financial accounting management (including general ledger, payroll, accounts payable and complete financial statement preparation) experience.
- Proficiency with accounting, spreadsheet, and word processing software at an advanced user level.
- Effective team player, with ability to work collaboratively with representatives from various departments/teams across the organization.
- Sound management and leadership skills.
- Excellent analytical and problem-solving skills.
- Strong time management and organizational skills.
- Ability to prioritize and respond to urgent situation(s) while consistently meeting competing deadlines.
- Previous supervisory experience is an asset.
- Experience in Not-for-profit Funder reporting submissions (e.g. MIS TB, SRI).
- Knowledge of Great Plains and FRx reporter accounting software is an asset.

Significant Working Conditions:

Most of the working hours fall into regular business hours. Flexibility is required to ensure all regulatory and funder reporting submissions are within its respective due date.

Why SCHC:

- A strategic commitment to organizational health, ensuring our people and culture are well supported.
- 4 weeks paid vacation, additional time with tenure.
- Continuous funded training opportunities.
- Health benefits including prescription drugs, dental, vision care, alternative therapies, life insurance, employee assistance program, disability insurance; benefit coverage for family and dependents available.
- Mileage expenses reimbursed at CRA recommended rate.
- HOOPP pension plan member.
- A strategic commitment to Action on Equity to advance diversity, equity, inclusion and belonging utilizing an intersectional lens.

Remuneration: \$85,149 - \$115,126

This is an **Existing Vacancy**.

Please apply in confidence to HR by email: Recruitment@schcontario.ca

Note: Please quote **FM** in the subject line.

We would like to thank all applicants; only those invited to interviews will be contacted.

If you require any accommodation, please advise Human Resources at Recruitment@schcontario.ca. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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