JOB TITLE: Senior Manager, Finance

TYPE OF POSITION: Contract – 12 month maternity leave

HOURS OF WORK: Full-time (35 hours/week)

LOCATION: This is a remote position, with some travel required within Canada.

SALARY: salary commensurate with experience

CONTACT: Please send your cover letter and resume to makingtheshift@yorku.ca

About the Role

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada.

A trusted member of the leadership team, the Senior Manager, Finance reports directly to the Chief Operating Officer (COO) and overseas all financial management elements of Making the Shift operations. This role is supported by a part-time Financial Assistant as a direct report.

The Senior Manager, Finance prepares documents and provides quarterly briefings to the Making the Shift Finance and Audit Committee, working directly with the Treasurer and other officers of the Board of Directors to fulfill required financial and corporate reporting, as mandated by the National Centres of Excellence, Not-for-profit Corporations Act, Making the Shift Corporate By-Laws, and York University financial policies and procedures.

ACCOUNTABILITIES

Financial Management
- Preparing quarterly, monthly, annual financial reports for senior leaders, the Board, and relevant management committees
- Supporting the Chief Operating Officer in the development of annual budget to realize the vision of Making the Shift
- Identifying possible financial risks and advising the senior leadership on possible solutions
- Implementing and maintaining stringent financial controls and adherence to financial procedures outlined by York University, Making the Shift financial policies and procedures, Generally Accepted Accounting Principles, and NCE Tri-Council regulations.
- Supporting the Finance and Audit Committee in their duties (e.g., scheduling meetings, preparing reports, and maintaining accurate meeting minutes) in concert with the COO
- Attending all Finance and Audit Committee and Board meetings, prepared to speak to MtS finance matters and presenting as required

Expense and Budget Tracking
- Tracking and managing expenses related to day-to-day operations
- Delegating expense management tasks to appropriate staff persons and ensuring their work is completed according to appropriate policies and procedures
- Reconciling monthly, quarterly, and annual financial transactions
- Maintaining up to date financial records using accounting software
- Identifying and monitoring variances in the annual budget
- Preparing, planning, and leading procurement processes

Compliance and Regulatory Management
- Being a source of expertise on policies, processes, and procedures as they pertain to the Tri-Council/NCE, York University, and other sources of funding
- Supporting the COO in the development and monitoring of operational risks, as outlined in the Making the Shift risk matrix
- Preparing and filing corporate documents (e.g., annual CRA and Corporations Canada filing and required NCE reports, etc.)

Audit Management
- Managing the annual audit review process, including preparing associated work plans, liaising with the auditor, responding to inquiries directly or working with stakeholders
- Briefing senior leaders and the Treasurer on key aspects of the audit (e.g., process, roles, and issues of concern)
- Identifying and triaging situations that require the attention of senior leadership

Network Member Support and Contract Management
- Drafting and issuing funding and Network Member agreements in accordance with NCE rules and procedures
- Be the first point of contact for funded projects financial and contractual issues

SKILLS AND EXPERIECNECES NEEDED FOR THIS ROLE

Required Skills
- Excellent tactical and strategic communication skills (e.g., preparing correspondence and reports for a variety of audience)
- A deep expertise of Canadian Generally Accepted Accounting Principles, with a particular focus on the financial and regulatory requirements of non-profit organizations
- Exceptional judgement and tact when dealing with sensitive situations and information
- Highly adaptable and capable of navigating complex situations
- A self-starter skilled at identifying solutions to problems as they arise
- Highly organized and capable of managing details

Technical Skills
- Expertise in accounting software (e.g., QuickBooks and Sage)
- Skilled at producing user-friendly financial reports and statements for a variety of audiences
- Familiarity with and ability to learn business software (e.g., Microsoft Office, Google Docs, Zoom, Concur, and eReports)

Experience
- Understanding of the unique needs of researchers working in an academic environment
- Familiarity with Tri-Council funding regulations, policies, and procedures
- Understanding of issues related to Youth Homelessness prevention or a willingness to learn
- Demonstrated experience in planning and managing complex projects from beginning to end
- Previous experience managing annual external audit processes (e.g., coordinating activities with internal departments and stakeholders and responding to auditor inquiries)

Education and Certifications
- An undergraduate or graduate degree in accounting, commerce, or business administration
- An accounting designation from a recognized regulatory body (e.g., CA, CPA, or CMA)