



Carefirst Seniors & Community Services Association is a non-profit community services agency. Since 1976, we have provided community support, home and personal health care services in a holistic manner to seniors, individuals with disabilities, and those with medical needs in the Greater Toronto, York, and Mississauga regions.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors and the physically disabled; 3,000 of whom are "home-bound" and frail.

We are currently seeking a **Finance Controller** to join our association.

Responsibilities:

- Oversees all the financial operations of the organization including general accounting services, financial analysis, reporting to stakeholders, budget planning and forecasting
- Assist the CEO in organization development through budget preparation and financial planning, provide professional advises on organization's annual business plan to enhance its performance
- Develop and review finance management policies and procedures to ensure compliance with financial regulations
- Prepares and submits financial reports to the Ministry of Health, and other funders in an accurately and timely manner
- Provide change management support, participate in strategic planning, develop operating models and program plans, and assess overall performance of the organization
- Attends meetings, presents and publishes monthly financial statements with variance analysis and commentary to different stakeholders, such as senior management, and the Board via Finance committee
- Monitors and maintain all accounts receivable, accounts payable, banking processes and financial records, reviews all invoices and cash receipts for input into Sage ACCPAC
- Reviews all computerized batches (i.e. payroll) entered into the accounting software for accuracy, reviews all banking activity to ensure transactions are authentic and have adequate supporting documentation
- Manages and monitors agency cash flows, line of credit, credit cards, banking transactions and investment balances. Reviews and validates the monthly bank reconciliation
- Organizes schedules and supervises the annual year-end process for the agency in collaboration with the external audit firm, provides financial analysis and working papers as required for the year-end closing
- Develop and monitor operational and financial metrics, dashboards, and reports that accurately measure financial performance and resource allocation, additional metrics will be required
- Incorporate continuous quality improvement measures into work processes through Carefirst Plan, Do, Study, Act (PDSA) quality improvement cycle
- Establish good relations with stakeholders, such as primary contract agencies, professional organization, and health care providers, participate in government, LHIN, other funders' meetings if needed

Qualifications:

- MBA or an advanced degree in accounting, finance or business administration
- Completed accountancy qualifications from one of the following bodies: ACCA, and /or CIMA
- Good understanding of business and financial issues with 5 years of finance and management experience, experience in the health care sector is an asset
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Excellent analytical, problem solving and multitasking skills, flexible and adaptable to change in work assignments and schedule, able to develop and implement innovative solutions
- Exceptional organizational and project management skills, with ability to multitask and manage multiple concurrent projects under pressure
- Excellent interpersonal and communication skills (i.e. verbal and written), self-directed, self-motivated, with a positive attitude and be able to work independently and as part of a team
- Proficiency in Windows and Microsoft Office Suite
- Experience with Electronic Client Service Management Record systems, software systems such as Telus Health Practice Solutions, InterRAI CHA and CIMS an asset

- Fluency in English and preferred a second language commonly used by the community that we support, such as Cantonese/Mandarin is an asset
- Current vulnerable sector check completed within one year

Carefirst is an equal opportunity employer. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Please send your cover letter and résumé to:

Carefirst Seniors & Community Services Association

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Email: hr@carefirstontario.ca

Fax: (416) 502-2382

Website: www.carefirstontario.ca