



265 Maitland Street, London, ON N6B 2Y3
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www.childreach.on.ca

JOB TITLE: Finance and Operations Manager

Childreach is a registered charity based in London, Ontario. Since 1975, Childreach has offered early years' educational programming at no cost, in a barrier-free manner, to parents and young children (age 0 to 6). Evidence indicates that early childhood experiences have a strong impact on healthy child development, and a child's ability to attain their full potential. Visit our website at www.childreach.on.ca

As the Finance and Operations Manager reporting to the Executive Director, you will be responsible for Childreach's overall financial information processing, budgeting, records integrity and operational processes in accordance with ethical, accountable and efficient policies and procedures. This is a full-time, permanent position.

Responsibilities include but are not limited to;

Finance

- Responsible for the full monthly financial reporting cycle including the review of income & expense statements, balance sheets and other financial reports as well as monitoring of expenses and revenues against targets
- Lead, track & report on the annual operating budget process along with the Executive Director and Program Manager
- Complete necessary financial reporting for our funders
- Responsible for the development of process and policy as appropriate
- Direct and support the work of the Bookkeeper and all accounting activities
- Liaise with the Finance Committee and prepare monthly financial reports and cash flow statements for presentation to the Board of Directors
- Act as liaison between auditors, staff, and Board
- Responsible for the monitoring, validation and preparation of all materials required by the Auditor, and participate in the Auditor recommendation review process

Operations

- Responsible for processing payroll bi-weekly, administering the employee benefits plan and ensuring attendance and vacation tracking is accurate
- Responsible for the overall maintenance of the building infrastructure including but not limited to IT support, copiers, printers, postage machine, telephone system and building security
- Negotiate and manage all vendor agreements and relationships
- Responsible for the oversight of the organizational Health and Safety program.

IT Systems Management

- Responsible for the day-to-day operations, management and security of the organizational network and hardware including accountability for data quality, integrity and currency.

Management/Supervision of Staff

- Coach and mentor assigned staff to achieve goals and develop strengths
- Manage the successful completion of the team's work-plans and budget
- Recommend compensation changes and training/membership needs for assigned staff
- Participate and contribute to Senior Leadership Team's goals and objectives

Qualifications

- Financial/accounting education and experience, designation desired
- A minimum of 5 years' experience in a Finance and Operations role
- Experience working with the Sage Accounting System preferred
- Experience with Ceridian payroll system an asset
- Progressive management experience including managing a diverse team of professionals and contributing at a senior leadership level
- Experience with, and understanding of, computer network and hardware administration an asset
- Understanding of and experience in the non-profit sector
- Solid and demonstrable skill and knowledge of Office 365
- Proactive, process oriented, adapts easily to changing priorities and demands with a team focused collaborative work style
- Detail-oriented, analytical, excellent organizational, administrative, and problem-solving skills
- A positive attitude is a must along with the ability to work independently
- Background with process development and implementation desired
- Vulnerable screening check required
- Fluency in French and English would be an asset

Work Location: Due to COVID-19, accommodation will be made.

Childreach is committed to building an inclusive team that values diverse experiences and perspectives. Following our own policies as well as legislation like to AODA, we welcome applications from BIPOC, people with disabilities, veterans, women and individuals that identify as LGBTQ+. Please advise the hiring committee about your requirement for accommodation in the recruitment and interview process.

Send cover letter and resume by Monday, June 14, 2021 to yscrivener@childreach.on.ca. Thank you for your interest. Only those applicants selected for an interview will be contacted.