



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 the overall financial operations of Childreach and their community partners. This includes 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 processes with the Executive Director and Program Managers
- Complete necessary financial reporting for funders
- Responsible for the development of process and policy as appropriate
- Liaise with the Finance Committee Chairs and prepare monthly financial reports for presentation to the Board of Directors
- Manage the annual audits
- Participate and contribute to Senior Leadership Team's goals and objectives

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 Childreach's building infrastructure including IT support, copiers, printers, postage machine, telephone system building security and supervision of housekeeper
- Negotiate and manage vendor agreements and relationships

IT Systems Management

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

Qualifications

- Financial/accounting education and experience, designation desired
- A minimum of 5 years' experience in a Finance and Operations role
- Superior computer skills including Office 365, accounting systems (especially Dynamics 365, Sage 300, Ceridian).
- 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
- 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

Working Conditions

- Annual salary range: \$65,000 - \$70,000
- 35 hours/week. Monday to Friday
- Vacation and Benefits as per Human Resources Policy

Childreach is committed to building an inclusive team that values diverse experiences and perspectives. Following our own policies as well as legislation like AODA, we welcome applications from BIPOC, people with disabilities, veterans, women and individuals that identify as 2SLGBTQ+. Please advise the hiring committee about your requirement for accommodation in the recruitment and interview process.

Send cover letter and resume by Monday, May 15, 2023 to yscrivener@childreach.on.ca. Thank you for your interest. Only those applicants selected for an interview will be contacted.