

<b>Organization:</b> TNO - THE NEIGHBOURHOOD ORGANIZATION	<b>Department:</b> Finance
<b>Program/Project:</b> Core	<b>Position Title:</b> Finance Manger
<b>Location and Hours of Work:</b> TNO sites and offsite - 35 hours per week	<b>Position Type:</b> Full-time
<b>Expected Start date:</b> ASAP	

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals

### Position Summary

The Finance Manager holds the responsibility for managing, implementing, and evaluating TNO's financial matters. This includes developing short and long-term financial plans, priorities, and objectives, advising TNO's senior management on funding requirements, and approving budgets for funding proposals. Additionally, the Finance Manager is responsible for developing and implementing financial policies, systems and procedures. Evaluating and approving financial reporting systems and accounting procedures, as well as making recommendations for changes to procedures and other financial control functions, are also part of their responsibilities. This role working collaboratively with Executive Director and Director of Operations is jointly responsible for developing fundraising objectives and setting goals and priorities that support the overall growth mission of TNO and its programs. This role involves overseeing financial planning and analysis, budgeting, forecasting, financial reporting, annual strategic plan for fundraising and funder engagement.

### Main Tasks & Responsibilities

- Develop and oversee the organization's budget, ensuring alignment with strategic objectives.
- Coordinate the annual budgeting process, collaborating closely with department heads to establish financial targets.
- Monitor and conduct variance analysis to identify areas for improvement or cost-saving opportunities.
- Ensure accurate and timely preparation of financial statements in accordance with GAAP or relevant accounting standards for non-profits.
- Coordinate audits and liaise with external auditors to ensure compliance with financial regulations specific to non-profit organizations.
- Lead and mentor a team of finance department, providing guidance and fostering a culture of continuous improvement in the non-profit sector.
- Collaborate with program managers to create accurate and realistic budget projections.
- Prepare regular financial reports for internal stakeholders, board members, and external parties.
- Ensure compliance with accounting standards and regulations.
- Oversee financial aspects of grant applications, ensuring compliance with donor requirements.
- Monitor and report on the financial performance of grant-funded programs.
- Manage and forecast cash flows to ensure the organization's financial stability.
- Monitor and control expenses to maintain a healthy cash position.
- Conduct financial analysis to provide insights into the organization's financial health.

- Ensure compliance with relevant laws, regulations, and accounting standards.
- Develop and implement financial policies and procedures to safeguard the organization's assets.
- Ensures the development, implementation and maintenance of effective internal controls and procedures to support accurate and relevant reporting of current financial position, budgets and long-term plans.
- Identify and assess financial risks and implement strategies to mitigate them.
- Work with fundraising teams to provide financial information to potential donors.
- Ensure transparency and accountability in financial reporting to donors.
- Ensure compliance with tax regulations applicable to non-profit organizations.
- File necessary tax forms and reports in a timely manner.
- Engage with the board on financial matters, providing regular updates and reports.
- Review program staffing requests to ensure alignment with budgets and funding.
- Lead and oversee lease negotiations.
- Assess and manage insurance matters, working closely with relevant parties to expedite the process.

### **Qualifications and Experience Required**

- Five or more years in a senior leadership role in the not-for-profit sector.
- A university degree in a related/applicable discipline. An MBA, or equivalent experience is considered an asset.
- Chartered Professional Accountant (CPA) designation, active and in good standing.
- Superior hands-on knowledge of finance operations and principles in the not-for-profit sector.
- Strong working knowledge of industry regulations and legal guidelines.
- Experience leading annual departmental and/or organizational budget planning processes.
- Strong analytical and problem-solving skills across functional areas of an organization.
- Strong organizational and time management skills with attention to detail.
- Excellent interpersonal and communication skills, both written and verbal.
- Advanced Microsoft Office (Word, Excel, PowerPoint, Access) skills.
- Ability to manage multiple priorities and meet deadlines.
- Knowledge and experience in Financial Accounting Systems such as Quickbooks

### **Working Conditions**

**Hours of Work** - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM. Some evening and weekend work will be required as decided by requirements.

**Location** - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

### **Hiring Conditions**

**Vaccination Requirement** – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

**Screening** - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

**Benefits:**

- Extended Health Care
- Health Spending Account
- Professional Development Support
- Employee Assistance Program (EAP)
- Travel Insurance
- Life Insurance and Long-Term Disability
- Registered Retirement Savings Plan (RRSP)
- Social activities organized by the organization
- Public transportation nearby

**Application Process:** Please submit your resume through to [recruitment@tno-toronto.org](mailto:recruitment@tno-toronto.org).

We thank all applicants for their interest, but only those selected for further consideration will be contacted.

*TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please let us know.*

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