

New Visions Toronto Requires a Director of Finance and Administration

Overview of the Position:

Reporting to the Executive Director, the Director of Finance and Administration, (DFA) for New Visions Toronto, (NVT) will be part of the Senior Management Team. The DFA will provide leadership to and oversee all aspects of the financial and administration areas of NVT.

Key Areas of Responsibility & Duties:

- Creating reports and financial statements for the Board of Directors, NVT management team and NVT funders, (Ministry of Children, Community and Social Services and Ontario Health Toronto, formerly Toronto LHIN.)
- Overseeing payroll, human resources, accounts receivable and payables,
- completion of regular reporting requirements such as HST rebates, TPARs, MIS reporting, ARR, CRA reporting, etc.
- Ensure appropriate internal controls, standards, and policies are developed and maintained.
- Provide direct supervisions of all staff in the finance, human resources and the administration area.
- Ensure compliance with provincial and federal legislation for non-profit organizations.
- Provide overall management/leadership/oversight for all financial, accounting, human resource and payroll activities.
- Banking and bank reconciliations.
- Prepare required quarterly budget reports for Ministry(s), LHIN and other stakeholders as required.
- Actively participate in meetings of the Finance Committee and as required the Board of Directors.
- Primary contact and interface with the external auditors, other professional service providers, and as a key contact with regulatory bodies.
- Oversee general office administration and records management.

Qualifications & Skills Requirements

- Designated finance professional CPA (CMA; CGA; CA).
- Minimum 8 to 10 years of relevant financial, accounting, audit, and/or treasury experience, including 2 years in a substantially similar position.
- Experience in not for profit industry in a management role.
- Knowledge of Ministry of Children, Community and Social Services and Ministry of Health and Long-Term Care regulatory environment and reporting required, understanding of and ability to respond to Funder/Government requirements.
- Experience working with ERP software – experience in Great Plains, exel and a working knowledge of Quadrant.
- Previous experience executing major initiatives such as a partnership, major change, new system implementation, or expansion will be an asset.

If you have the qualifications we are looking for submit your resume along with your salary expectations to hparmar@newvisionstoronto.com

We thank all who apply but only those considered for an interview will be contacted. Your response is required no later than noon, Tuesday October 26th, 2021.