



**Canadian Mental
Health Association**
Halton Region Branch
Mental health for all

**Association canadienne
pour la santé mentale**
Filiale de la région de Halton
La santé mentale pour tous

Job Posting

Job Title:	Senior Manager, Finance and Information Technology
Job Type:	Full-Time
Department:	Finance
Division:	Administration
Reports to:	CEO
Location:	Oakville, Ontario
Hours:	37.5 hours per week
Salary:	TBD
Posting #:	11-2018

The successful candidate will:

- Be responsible for the financial success of CMHA-HRB, and management of Information Systems and Technology infrastructure.
- Play a key role in long and short term strategic decision making.
- Analyze everyday financial activities and subsequently provide advice and guidance to the Senior Management team on future financial plans.
- Ensure the smooth administration of finances across the agency and in particular ensuring all external and internal financial reports and reporting requirements are met and all reporting deadlines are adhered to
- Commit to supporting health, safety and wellness according to relevant legislation and agency policies and procedures

Responsibilities:

Lead and supervise staff in the finance and IT departments, and support staff towards professional and career development. In addition, the Senior Manager will:

- Participate as a member of the senior management team in the strategic planning process for the CMHA-HRB;
- Identify short and long-term goals and objectives;
- Contribute to the design and development of policies and programs to meet those goals;
- Provide technical advice and consultative support in areas relating to financial performance management.
- Have primary day-to-day responsibility for planning, budgeting, implementing, managing and controlling all financial-related activities of the CMHA-HRB
- Direct and administer the preparation of monthly and annual financial statements and reports for review by senior management, Board of Directors, and regulatory agencies
- Maintain the Chart of Account per OHRs Chapter 7 guidelines

- Manage and assist with the annual budget process and sub-budgets for funders (United Way)
- Responsible for the ministry budget submissions process
- Manage Funding agreements and ensure full compliance
- Prepare quarterly, and yearly LHIN, OHRs, SRI, Ministry and funder reports in accordance with their respective reporting timelines and schedules
- Analyze, and report the various programs statistical performance data (MIS) to the funder (LHIN)
- Prepare schedules, and reports as required for audit purposes and for presentations to the Board
- Analyze monthly financial performance, and prepare various analyses such as budget variances, cash flow, etc.
- Provide the CMHA-HRB with direction and leadership in technology based solutions and strategies;
- Identifies technology based solutions which can provide for alternative delivery, competitive advantage and which support the business strategy.

Qualifications:

- Undergraduate degree in Accounting or Finance as well as Relevant accounting certification (e.g. CGA or CPA)
- At least five (5) years of direct supervisory experience in a not for profit and healthcare environment
- Working knowledge of quality improvement and/or project management methodologies
- Extensive, experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management
- Experience in a healthcare environment using Great Plains is an asset
- Good knowledge of provincial government reporting (e.g. OHRs, SRI, CAPS, ARR)
- Working knowledge of Information Technology infrastructure management an asset
- Advanced knowledge of working in a Not for Profit environment is an asset
- Ability to work independently and as part of a team
- Ability to maintain a high level of accuracy and strong attention to detail
- Strong communication, critical thinking and interpersonal skills
- Strong organization and priority-setting skills to meet financial deadlines
- Strong analytical skills and knowledge of GAAP
- Proficient in the use of MS Office Suite
- Working knowledge of Quadrant HR HRIS/Payroll and Great Plains financial software would be a key asset
- Working knowledge of current payroll legislation
- Initiative, creativity, flexibility and an openness to change
- Demonstrates a high degree of professionalism

Why work for the CMHA-HRB...

The CMHA-HRB offers a supportive team environment, flexible work environment, training opportunities, tuition assistance program, competitive vacation package and comprehensive benefits/pension package. We have an enthusiastic team who are dedicated to supporting individuals with mental health concerns within a client-focused environment. Individuals seeking new challenges and opportunities for professional growth are encouraged to apply.

Interested applicants should send resume and cover letter by September 18, 2018 to: Email:



careers@cmhahrb.ca

Website: <http://www.cmhahrb.ca>

The CMHA-HRB values and supports employment equity and workplace diversity and encourages all qualified individuals to apply.

CMHA-HRB welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request this posting in an alternative format or to request accommodation in the application process, contact us by phone at 905-693-4270 ext. 5392 or by email to careers@cmhahrb.ca. Only those selected for an interview will be contacted.

Thank you for your interest in CMHA-HRB.

