

At The Elliott Community, we are proud to operate the area's only not-for-profit continuum of care. Our Mission is made possible because of our dedicated staff, who make a meaningful contribution to the lives of our residents by providing quality choices in a caring and inclusive, home-like community. A tradition of promoting dignity and independence for those we serve and their families.

As a member of our team, you make a positive difference in people's lives because you provide and promote high-quality resident-centered services. You operate within a highly ethical and caring environment, where people naturally go the extra mile. You are responsible to turn feedback into action through active listening and creative continuous improvement. As a result, you will be part of an engaged and visionary team dedicated to excellence, integrity, inclusiveness, and belonging...and we like to have fun!

In this role, you will be focused on achieving several key priorities within our Finance Department, including;

- Manage financial resources and planning resources for current and future needs.
- Assist with the operational budgeting and forecasting processes.
- Provide support and expertise to Department Heads in the formation of their budgets and all other finance-related areas with direction from the Chief Finance & Operations Officer.
- Ensure that Departmental budgets are prepared in a timely manner, within parameters and test them for reasonableness.
- Preparation and/or approval of all financial and statistical reporting requirements to external agencies, internal financial statements, operational variance analyses, and business analyses.
- Ensure adequacy of internal controls to protect the resources of the organization.
- Collect, interpret and report financial data to support all departments.
- Report on a regular basis regarding company status against, and ability to meet, its financial and operational objectives.
- Collect and analyze data versus budget for ascertaining financial performance and risk assessment related to achieving budget targets by year-end.
- Prepare detailed ad hoc financial reports and evaluations for individual projects, Fundraising, and senior management.
- Collaborate with departmental leaders to stay abreast of spending, budgeting, reports, and evaluation on a monthly basis and act as a Financial advisor to those leaders.
- Monitor legislation, regulations, policies, and procedures applicable to financial reporting and operations, and ensure compliance as required.
- Lead and supervise finance department staff on accounting, reporting, internal controls, and other financial matters.
- Ensure variances are monitored, evaluated, and investigated related to budgets, reporting, internal controls, and general accounting, and provide assistance to resolve variances.
- Hire, train, develop and appraise finance team staff on an annual basis.
- Arrange for audits as necessary and provide support for all audit engagements.
- Manage all major purchasing processes.

To be successful in this role you should have:

- A passion to support excellence in resident-centered senior care
- A commitment to building strong, trusting relationships through your high level of integrity, empathy, and ethical standards
- Accounting designation (CPA) and post secondary degree, preferably in business or commerce
- Minimum of 3-5 years' intermediate experience in a medium to large organization
- Experience and knowledge in dealing with accounting systems, budgets, internal controls, and business planning
- Experience creating and managing budgets for a medium-sized, multi-functional organization.
- High level of proficiency with Microsoft Office suite (Excel/Word/Powerpoint).
- Advanced proficiency with financial accounting software, MS Dynamics GP software an asset.

A competitive compensation package, including an OMERs pension, has been designed to attract top performers.

If this opportunity is not a fit for your background and experience please feel free to forward it to any interested colleagues.

We invite interested candidates to submit their resume in confidence. While we appreciate the interest of all applicants, we will contact only those selected for interviews.

If you are an applicant with disabilities and require accommodations, please let us know at the time of our contact so that we may arrange for their provision.

To apply for this job through our Recruiting Partner H2r, click here:

<https://h2r.bamboohr.com/jobs/view.php?id=102>