



Job Title: Finance Manager
Reports to: Executive Director/Board President
Employment Term: Full-time, Permanent
Work Hours: 40 hours/week
Work Location: 16 Spadina Road, Toronto

Native Canadian Centre of Toronto

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

Mission: To empower the Indigenous community in Toronto by providing programs that support their spiritual, emotional, physical, and mental well-being.

Mandate: To nurture an inclusive environment where all people respect Indigenous knowledge.

Vision: The Native Canadian Centre of Toronto is dedicated to working with all of our relations toward a better future.

Values: Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth.

The Position

The Finance Manager is responsible for the accounting and financial operations of the NCCT including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the NCCT's reported financial results, and ensure that reported results comply with generally accepted accounting principles and/or internal financial reporting standards.

Duties and Responsibilities

Management:

- Maintain a documented system of accounting policies and procedures;
- Oversee the operating of the finance department, including the design of an organizational structure adequate for achieving the department's goals and objectives;
- Participate in short- and long-term planning sessions and prepare forecasts on the financial implications of options under consideration;
- Determine allocation of funds and prepare recommended program budgets working in conjunction with the ED and program managers;
- Proficient in cost/benefit analysis;
- Preparation of Annual Budget and Financial Forecasts;
- Ensure financial records are prepared for annual audit;



- Other related duties as may be assigned.

Transactions:

- Ensure that accounts payable are paid in a timely manner;
- Ensure that accounts receivable are collected promptly;
- Oversee payroll processing;
- Complete bank reconciliations;
- Make required debt payments on time;
- Maintain the chart of accounts;
- Coordinate and maintain an orderly filing system;
- Prepare cheques as authorized by the Executive Director/Board of Directors;
- Ensure proper functioning of accounting systems and recommend improvements.

Reporting:

- Issue timely and complete financial statements;
- Manage and coordinate the preparation and production of the annual report and forecasts;
- Prepare and submit monthly, quarterly, and yearly budget and financial statements for managers, ED, the board, and funders;
- Recommend benchmarks against which to measure the performance of the NCCT's operations;
- Calculate and issue financial and operating metrics;
- Develop and implement expenditure controls as needed;
- Participate in and provide guidance in the development of the required data for short- and long-term planning and budgeting;
- Utilize internal systems to prepare management cost reports on a monthly basis highlighting significant issues to management and/or Executive Director.
- Provide financial analysis as needed, for capital investments, pricing decisions, and contract negotiations;
- Oversee the posting of monthly journal entries, bank, and visa reconciliations;
- Provide year-end analytical review of balance sheets, income statements, government sales remittance forms (HST, EHT, WSIB);
- Prepare yearly tax planning and preparation of HST return, personal, and corporate taxes;
- Uphold relationships with current multi-level partnerships and collaborations.

Compliance:

- Coordinate the provision of information to external auditors for the annual audit;
- Monitor debt levels and compliance with debt covenants;
- Comply with local, provincial, and federal government reporting requirements and tax filings.

Qualifications:

- Bachelor's degree in accounting, business administration, or related.
- Minimum of eight (8) years of experience providing financial support to a non-profit agency.



- CPA designation is an asset.
- Vulnerable Sector Check required.
- Knowledge of cultural sensitivity to Indigenous communities and cultures.
- Must be comfortable with complex and high volumes of financial reporting and monitoring.
- Able to identify financial trends and mitigate solutions for increased margins.
- Advanced working knowledge of Excel, strong database, and accounting software applications skills. Critical thinking, presentation, teamwork, and strong leadership.
- Ability to solve problems, prepare and present financial reports to the management team, ED, and board members.
- Accuracy and attention to detail.
- Strong track record of developing skills, mentoring, and motivating staff.
- Ability to work on multiple program profiles, see the big picture and know what information managers need.
- Strong financial acumen and analytical agility. Detail oriented, organized, and able to meet tight deadlines. Proven prioritization, time management and project management skills.
- Effective written and interpersonal skills.
- Experience with government process regarding program funding.

Knowledge/Skills/Abilities:

- Working in a manner that preserves confidentiality and seeks to minimize risk;
- Experience working within an Indigenous organization or with the Aboriginal community an asset;
- Knowledge of Indigenous Languages and Culture represented in NCCT community is an asset;
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders;
- Ensure practices and procedures exist to maintain the confidential storage and security of all staff files and other related information;
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Contributing to the centre's activities to collect, analyze, and report on data and relevant information, and participate in research;

The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a full-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.



NCCT
NATIVE CANADIAN CENTRE OF TORONTO

16 Spadina Road, Toronto, Ontario, M5R 2S7

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<http://ncct.on.ca>

If this position interests you, and you meet all of the above requirements, please submit your resume and a cover letter to <https://pesceandassociates.talentnest.com/en/posting/181606/location/222014>

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR Consultants at nstaffen@pesceassociates.com or lvandenberg@pesceassociates.com of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.