

Alzheimer Society of Niagara Region Alzheimer Society Niagara Foundation

Mission, Vision and Values

The Alzheimer Society of Niagara Region's mission is to advocate for and with people with dementia and their care partners and provide access to a diverse range of appropriate resources and supports. Particularly, to alleviate the personal and social consequences of Alzheimer's disease and other dementias and to promote research.

Our vision is to create a community where individuals with dementia and their care partners are fully supported to maximize their quality of life and well-being. Ultimately, a world without Alzheimer's disease and other dementias.

Our Values

Collaboration, **Accountability**, **Respect**, **Excellence**

The Alzheimer Society of Niagara Region (ASNR) is a community support service organization that provides programs and services to people living with dementia and their care partners in the Niagara Region. We work closely with other service providers to ensure quality care and support for our clients.

We employ administrative and fund development staff, educators, social workers, nurses, therapeutic rec staff, personal support workers and volunteers who work together as a team to meet the needs of people living with dementia and their care partners.

We recognize the value and dignity of each individual and ensure everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

We value **justice** and **connection** and these are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes reality.

Position Description

Title: Manager of Finance
Reporting To: CEO
Hours of Work: 40 Hours – Monday to Friday; 8:30 am – 4:30 pm; Paid Lunch
Additional hours required at audit time
Annual Salary: \$65,000 - \$90,000 (Depending on Designation Status)

Position Summary

The Manager of Finance is a seasoned senior finance leader responsible for overseeing the organization's financial health through effective management of financial planning, budgeting, and reporting. They ensure compliance with financial regulations, analyze financial data to guide strategic decisions, and maintain accurate financial records.

Key responsibilities include processing payroll, invoices, and monitoring accounts receivable, as well as generating internal and external reports in accordance with detailed government standards. This role also involves creating organizational budgets and participating in special projects, such as detailed reporting for grant-funded programs and bingo activities.

Duties and Responsibilities

Accounts Payable

- Review, verify, and process vendor invoices for payment
- Select invoices for payment by EFT and seek final approval from CEO
- Process EFT payments and send remittances to vendors

Accounts Receivable

- Generate A/R invoices in both Society and Foundation and record payments received
- Reconcile A/R and follow up on unpaid amounts

General Ledger

- Calculate and post monthly entries to the General Ledger in both Society and Foundation
- Reconcile GL accounts at month end and post required entries
- Reconcile fund development revenue monthly with Database Coordinator
- Reconcile all bank accounts
- Reconcile all GL accounts and make all required entries at yearend

Cash Flow Management

- Monitor and manage cash flow to ensure the organization's liquidity, including overseeing accounts receivable, accounts payable, and bank reconciliations

Financial Reporting

- Prepare monthly, quarterly, and annual financial statements and reports for internal and external stakeholders, including funders, the Board of Directors, City Hall Licensing Division, Ontario Health and regulatory bodies
- Generate and submit annual reconciliation and quarterly MIS Trial Balance submissions and SRI reports as per M-SAA requirements
- Work with management to create budgets and CAPS submissions
- Oversee the financial aspects of grant management, including tracking expenditures, preparing financial reports for funders, and ensuring compliance with grant conditions

Payroll

- Set up and maintain all employees in ADP
- Provide semi-monthly hours, earnings, deductions and contributions in ADP
- Process monthly time sheets and mileage submissions after verified by Operations Coordinator
- Verify ADP reports and remittances
- Post payroll journal entries in GP
- Track, record and report worked and benefit hours according to OHRS standards
- Reconcile ADP remittances with payroll at year end
- Verify T-4's and T-4 Summary annually

Group Benefits

- Enroll all eligible employees
- Set up employee deductions and employer contributions in payroll
- Update employee records as required and submit monthly premiums to administrator
- Reconcile premiums paid with employee and employer contributions

HOOPP/RSP Plan

- Enroll all eligible employees and update rates and status as required
- Set up employee deductions and employer contributions in payroll
- Report and submit contributions on a monthly basis

External Audit

- Create year-end schedules for the annual audit
- Complete all required year-end working papers/reconciliations
- Act as lead for the annual external audit process
- Answer audit questions and provide supporting details as needed
- Provide auditors with scanned documentation prior to their scheduled on-site audit
- Liaise directly with the external audit team

Day to Day Accounting Operations

- Oversee all aspects of financial data input, reconciliation, and reporting for the Society and Foundation
- Ensure all financial transactions are appropriately processed and recorded accurately

Treasury

- Monitor cash requirements and produce timely cash flow reporting
- Ensure cash not immediately required for operations is invested to provide maximum returns within the requirements of investment policies and applicable legislation
- Maintain bank relationships and ensure all required documentation is updated as required

Budgeting and Forecasting

- Provide management team with required budget assumptions prior to yearend to ensure adequate spending
- Develop and manage annual budgets in collaboration with leadership, ensuring alignment with the organization's strategic goals and financial sustainability
- Monitor revenues and expenditures during the fiscal year and coordinate budget activities

Risk Management and Compliance

- Ensure internal controls are in place and followed using a continuous review approach
- Ensure all applicable audit, regulatory, and government filing requirements are met
- Ensure adherence to all relevant accounting standards and regulations
- Lead risk activities related to insurance and banking
- Develop and implement internal controls to safeguard the organization's assets and minimize financial risks
- Continuous review of finance processes and workflows to ensure compliance with internal policies

Contracts/Leases

- In conjunction with the CEO, review Memorandums of Understanding (MOU) and Service Accountability Agreements (SAA) with funders/flow-through agencies/community partners
- When required, review contracts and agreements (e.g., leases, sub-contracts with external agencies) and ensure insurance obligations are met

Administrative

- Member of the Management Team
- Direct and oversee financial responsibilities of the Operation's Coordinator.
- Provide administration of all finance applications, including scheduling updates/upgrades
- Responsible for asset management including inventory of furniture and equipment, including IT for accounting purposes
- Record minutes at Society Board meetings

General

- Participate on relevant internal committees as required
- Work collaboratively with management, staff, volunteers and community partners to meet the organization's mission
- Represent the organization with integrity in a professional, appropriate, informed and consistent manner
- Ensure adherence to all organizational policies and procedures
- Ensure and respect the need for confidentiality adhered to by PHIPA and PIPEDA
- Assume other functions as may be assigned by management

Qualifications

- University degree in finance, business administration, accounting or an equivalent field
- Persons with, or working towards, a professional accounting designation (CPA) preferred
- Minimum 5 years' experience in managing financial reporting functions
- In depth finance experience including Canadian accounting practices, reporting, and treasury activities
- Related experience in the not-for-profit Community Health Care Sector preferred
- Exemplary accounting, budgeting, financial management, report writing, analysis communication and system development skills
- Must be proficient in Microsoft Excel and all Microsoft products
- Experience in Great Plains, Sage and Quadrant systems, an asset
- Familiarity with Ontario Health Reporting Standards, an asset
- Police Vulnerable Sector Check
- Must have a valid driver's license and access to a reliable vehicle

Skills and Knowledge

- Leadership and strategic planning skills
- Knowledge of the organization's identity, mission and goals
- Detail-oriented to ensure accuracy of communication
- Able to effectively and efficiently plan, organize and manage workload and projects, set priorities, meet deadlines, and work under pressure
- Proven ability to develop effective working relationships with other professionals/agencies
- Ability to exercise discretion and good judgment when handling sensitive information and assure the security of such information and files
- Excellent organizational and time management skills
- Technical skills for a computerized work environment
- Be able to multi-task and produce results with minimal supervision
- Commitment to continuing professional development
- Be able to work in a team environment

Working Environment

- Work is generally performed within an office environment, with standard office equipment common to an office work environment; such as but not limited to a computer, printer, photocopier, multi-line telephone, fax machine

- Everyday risks or discomforts may require safety precautions typical of an office environment, i.e. use of safe work practices with office equipment, proper ergonomics
- Work is generally sedentary in nature, but may require standing and there may be extended periods of visual concentration; extended periods of sitting in a stationary position
- The employee may occasionally lift and/or move up to 25 pounds
- Bending, kneeling or crouching may be required
- Occasional work activities outside of the office environment, will require the use of an insured, reliable vehicle
- Required to adhere to a scent free environment

Commitment to Equity, Diversity, and Inclusion

The Alzheimer Society Niagara Region welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.