



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

FINANCIAL ADMINISTRATOR Full time Permanent Position

Times Change Women's Employment Service is an incorporated non-profit charitable community agency. For over 45 years, we have been providing women with free employment workshops, computer training, counselling and resources. Our mandate is to advance gender equality by helping women increase their prosperity through sustainable and satisfying employment.

Times Change is a single-layer organization where members of management also provide some front-line services, in addition to their leadership and management tasks. In understanding this, we are looking for a candidate who brings strong **knowledge, understanding and experience** from the non-profit sector. We are specifically looking for an individual with exceptional leadership skills **who has the ability to manage the organization as a team**, and a strong understanding of non-profit funders, such as Employment Ontario, United Way, Province of Ontario, and City of Toronto.

The Financial Administrator is responsible for full cycle financial accounting and reporting, budget preparation, project management, and strategic planning. As a key member of the Collective, the Financial Administrator provides strategic vision and direction to the financial success of the organization.

Core Responsibilities:

Accounting

- Responsible for Agency bookkeeping - maintain full and accurate financial records in compliance with GAAP and as required by funding agreements and the Canadian Revenue Agency (CRA)
- Manage accounts receivable/payable and payroll, including ensuring payroll taxes are withheld and remitted
- Review and process reimbursements
- Keep records of invoices and tax payments
- Prepare monthly account reconciliations
- Create and update spreadsheets of daily transactions

- Maintain reports on financial metrics, including investments, and return on assets.
- Oversee bank accounts, investments, and other bank transactions

Financials

- Prepare Agency budget, program budgets and prepare regular budget to actual reports
- Ensure adherence to Agency Financial Policy
- Prepare monthly (or regular) financial statements, as required
- Prepare annual financial statements and coordinate with Agency external auditor to ensure timely completion of annual audit
- Ensure adherence to not-for-profit tax requirements, including preparation of the annual Registered Charity Information Return
- Ensure financial adherence with funding agreements, which includes regular financial reporting
- Prepare financial projections (e.g. liquidity and cash flow)
- Manage Agency's liabilities (e.g. insurance premium)

Administration Duties

- Manage the financial administration of the office, including all payments for vendors and providers
- Prepare and maintain an inventory of fixed assets across the Agency
- Manage all Agency properties ensuring compliance with lease agreements, and liability insurance
- Responsible for the security/confidentiality of Agency records, documents, files, and databases
- Oversee the work of the third-party IT provider; the Agency's IT system including the internet, a local area network (LAN) computerized telephone and voice mail system; monitor the functioning of the systems

Collective Duties

- Support Collective members including general client interactions and reception coverage as required
- Provide computer lab staff coverage and support clients as needed
- Participate in agency committees, decision making, funding/fundraising activities, and sharing responsibility for the day-to-day management of the Agency including regular attendance at staff meetings
- Keep Board of Directors informed of the organization's financial status and health by providing monthly (or regular) financial statement updates and presenting the annual operating budget to the Finance Committee and the Board of Directors
- Participate as part of management in negotiations over the collective agreement and on the labor/management committee

- Participate in external committees as required to meet the demands of our funders
- Represent and advocate for women's issues when at external community events, MPP meetings and other opportunities that promote Times Change's mission and vision
- Support the Collective in financial inputs for funding requests/applications

Qualifications

Required:

- Degree in Accounting or Finance or related experience
- 5 years+ of proven work experience as a Financial Administrator or similar role in a non-profit
- 5 years+ experience in bookkeeping procedures
- High proficiency in accounting software, SAGE 50
- Experience in budgeting and statistics
- Ability to allocate income and expenses to different programs
- Advanced level in MS Excel and the full MS Office Suite
- Knowledge of cloud computing systems such as Office 365
- Equipped to work remotely; adequate internet capabilities including Zoom
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of compliance regulations and financial reporting for organizations working within the charitable not-for-profit sector
- Compliance with Times Change confidentiality and privacy policies
- Detail oriented with excellent analytical, problem solving, time management and organizational skills
- Sensitivity to issues of diversity
- Keen awareness of issues facing women
- Commitment to working in a Collective with the ability to self-manage

Preferred

- Experience working in an Employment Ontario service delivery environment
- Knowledge in EOIS/CAMS, and other government platforms.
- Knowledge of a Collective structure
- Previous experience in management or leadership

Hours: 35 hours per week

Pay: \$30.34 per hour with a generous benefit package, RRSP savings, a defined pension plan and flexible work from home options

Start Date: **ASAP**

This is a full-time, permanent and unionized position.

Please email your résumé and cover letter to: [hiring@timeschange.org](mailto: hiring@timeschange.org)

Cover letters are to be addressed to: Hiring Committee

Subject line: FINANCIAL ADMINISTRATOR application

Application Deadline: Friday, November 5th by 5:00 p.m. Candidates are encouraged to apply earlier than deadline, as we are contacting successful candidates for interviews as we receive applications.

The hiring process is governed by the Times Change Workplace Discrimination and Harassment Prevention Policy. We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team. As an agency providing front line service to women, only those who are qualified and identify as women will be considered (reference: Section 24 (1) (a), Special Employment, Ontario Human Rights Code).

No phone calls or email inquiries please.

We thank all applicants for their interest. Due to the volume of applications, only those selected for an interview will be contacted.