

Finance Manager – Part-time 0.6 FTE

The South East Grey Community Health Centre is a non-profit organization committed to providing primary care services and health programs to the residents of the Municipalities of Chatsworth, Grey Highlands, Southgate and West Grey. We are committed to building a healthier South East Grey community through: health promotion, illness prevention, and comprehensive, client-centered primary health care.

SEGCHC is currently seeking a permanent, part-time (22.5 hours per week) **Finance Manager**. Reporting to the Chief Executive Director, the Finance Manager develops, implements and monitors the Centre's financial and human resources management systems.

We offer a competitive salary along with HOOP pension and comprehensive benefits package.

Key Responsibilities Include:

1. Develop, implement and monitor financial systems, working to streamline accounting processes and procedures to support new initiatives and financial requirements.
2. Prepare the annual/monthly budget and consolidated financials.
3. Implement financial and procurement control systems in-line with Ministry of Health and Long Term Care policies and procedures.
4. Work with the CEO to ensure an annual audit is completed without issue.
5. Work with the CEO and the Board Finance and Audit Committee.
6. Ensure compliance with all statutory requirements, policies, procedures and governance. Mitigate financial risk by ensuring the accuracy and integrity of all accounting and financial reporting under GAAP.
7. Prepare documentation for annual renewal of insurance coverage, administer payroll and the benefits package, and manage all of the procurement functions on behalf of the Centre.
8. Manage the Centre's financial and capital assets.
9. Prepare reports for various grants including Ontario Trillium Foundation and Community Infrastructure Renewal Fund.

Qualifications:

1. Undergraduate degree from a relevant discipline, and/or professional accounting designation (CPA formerly CGA, CMA, CA) a fourth-year candidate may be acceptable providing candidate is pursuing the designation.
2. Three to five years of progressive financial management experience - preferably in a non-profit and/or health care setting.
3. Property management experience an asset.

4. High degree of proficiency in the use of computers and software applications including Microsoft Office.
5. Proficiency in the use of Great Plains financial accounting system and Quadrant payroll systems.
6. Experience in the use of Management Information System (MIS), Self-Reporting Initiative (SRI) and Community Accountability Planning Submission (CAPs) an asset.

Please send your resume and covering letter to Lindsay Boyd via email to lindsay.boyd@segchc.ca by 4pm on Thursday, September 12, 2019.