JOB TITLE: Finance Manager, Making the Shift Inc.
TYPE OF POSITION: Contract – 1 year with possibility of renewal
HOURS OF WORK: Full-time (35 hours/wk)
SALARY: $60-65K per year, plus benefits; salary commensurate with experience

1. BASIC FUNCTIONS

Reporting to the Managing Director, the Finance Manager will be responsible for the financial administration of Making the Shift Inc. as well as other reporting requirements.

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada.

Working closely with the project teams at York University and at partner organizations, the Finance Manager will ensure full compliance with the financial terms of the Contribution Agreement. The Finance Manager provides financial leadership to the Managing Director, and works closely with the Scientific and Implementation Directors of Making the Shift Inc., the Chair of the Board, York University Research Accounting, the project team, partner teams, national funding organizations, regional and national partner organizations, and other partners as required.

2. MAJOR DUTIES

A) FINANCIAL

- In collaboration with the Managing Director, assist in developing and finalizing the project plan as well as annual and overall budgets of the Network, providing recommendations for resource allocation.
- Oversee all aspects of the project’s financial administration and ensure budget is utilized in accordance with University policies and funder guidelines. Monitor variances in relation to the fiscal year budgets. Reconcile the claims to the financial systems.
- Manages the Non-NCE budget according to the directives of the Scientific and Implementation Directors and Board of Directors.
- Liaises with the Member Institutions for the transfer of research funds to the network investigators. Develop Financial Handbook for use by the partners
- Develop internal procedures and templates for use in the financial administration of the project. Design and implement claim processes, templates and schedules for activities led by project partners. Design and implement financial tracking and approval mechanisms
- Maintain accurate records and supporting documentation for expenditures and cash/in-kind contributions. Prepares the internal financial statements for the Board of Directors.
- Prepares the annual audit files for the external auditors.
- Prepares the annual financial reports for the NCE.
- Prepares the financial reports for partnership agreements.
- Reviews applications for training funds.

B) LEGAL

- Negotiate contracts with hotels, suppliers etc. as applicable.
• Draft, review or supervise the drafting of the agreements or contracts between the Network and the partners/collaborators.

C) HUMAN RESOURCES
• Manage all transactions regarding the Network’s payroll, including:
  o Preparing payroll.
  o Managing leave and vacation files.
  o Drafting the annual increase letters to be signed by the Scientific and Implementation Directors.

D) COMMITTEES/METEINGS/NETWORKING
• Liaise closely with project partners to support timely transactions and ensure compliance with funder practices and processes.
• Act as the primary finance liaison with the project funder to build and maintain a positive working relationship
• Liaise with internal and external partners to facilitate project activities, financial transactions and reporting.
  Ensure timely and effective communication among project team members and other stakeholders
• Solicit input from project team to draft reports.
• Help in the preparation of supporting documents of the Board meetings.
• Help in the preparation of supporting documents and meeting agenda for Financial and Audit Committee, incl. notetaking.

E) OTHER DUTIES AS ASSIGNED BY THE DIRECTOR

3. QUALIFICATIONS

EDUCATIONAL REQUIREMENTS: University degree in business and CPA or working towards a CPA accounting designation.

EXPERIENCE REQUIREMENTS: Minimum of 5 years related, progressive experience. Demonstrated expertise in the management of major research or innovation projects. Experience in post-secondary environments strongly preferred. French proficiency an asset.

SKILLS: Exceptional project management skills; excellent financial administration skills and a demonstrated capacity to manager large budgets and maintain accountability. Strong planning, coordination and organizational skills. Superior communication skills and effective presentation skills. Excellent writing skills and ability to prepare reports, including financial reports, for various audiences. High level of initiative and self-directedness, strong problem-solving skills. Tact and diplomacy in interactions with internal and external contacts. Knowledge of University policies and procedures an asset.

Technical skills: Excellent computer skills required - including MS Excel, MSWord, MSPowerpoint, electronic mail software programs. Experience with major financial software systems. Familiarity with York University’s online systems an asset (including CONCUR, e-Reports, HR Self Serve, etc.).

4. APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please ensure that “Finance Manager MtS” is quoted in the email subject line. Submit applications to jalande@yorku.ca

Posted on: April 4, 2019
Closing Date: Posted until filled

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.