

Director of Finance – Full Time Position

St. Clair O'Connor Community Inc.

2701 St. Clair Ave. East, Toronto, Ontario M4B 1M5

About the Opportunity

- Coordinate the preparation of financial statements, financial reports, special analyses and information systems
- Approve and coordinate changes and improvements in automated financial and management information systems for the organization
- Establish procedures to ensure the Board of Directors are adequately informed as to all financial and statutory matters
- Plan and oversee the annual audit process, year-end payroll reporting to CRA and preparation of Ministry of Health annual reports.
- Interact with the Senior Team of the Community and CEO to assist with budgeting, good financial management information analyses, reports and recommendations.
- Strategic planning will be key along with establishing both short and long-range goals, objectives, policies and operating procedures.
- Oversee and approval of processing of revenues and expenses, departmental budgets, account maintenance and data entry.
- Develop and implement finance, accounting, billing and auditing procedures.
- Demonstrate qualities and behaviour that reflects values and ethics of the profession as well as SCOC's Mission, Vision and Values.

About You

- 5 plus years' experience in Health Care Accounting
- Experience in the Not for Profit sector would be an asset
- Familiar with accounting software
- Educational background in Accounting
- Excellent communication skills, both verbal and written
- Good customer service skills
- Professional, can work well with others
- Can multitask and work under pressure and meet deadlines

Pay Rate: \$85,000-\$100,000

How to Apply

Please send your resume to c.schalk@scoc.ca.

You must currently reside within the Greater Toronto Area and be permitted to work in Canada to be considered for this opportunity.