



Finance Department Supervisor Competition # 998

The Family Centre is hiring a Finance Department Supervisor to join their growing organization. This newly created Accounting Supervisor position requires someone who can be the second in command to the Director. As the Supervisor you will oversee the transactional functions within the said department (accounts payable, accounts receivable and payroll) and support the Administrative Accounting Support team to that end. In addition, maintain key accounts, perform reconciliations, and provide any ad hoc reporting and other special projects as needed as well.

The Family Centre is a midsize social service not-for-profit organization focusing on client outcomes which includes fostering healthy Individuals; healthy homes, schools & workplaces; and healthy neighborhoods & communities. This is a full time position with the potential to participate in the development of a new position. The goals are such:

- Develop a structure that is more integrated both within the Finance department and with the larger Family Centre
- Create a Finance Unit with a clearly defined scope
- Develop a team that is engaged and excited about working at TFC
- Evolve into a highly efficient, sustainable unit

QUALIFICATIONS

- Business degree majoring in accounting and committed to an accounting designation.
- Good understanding of accounting fundamentals and extremely competent with debits and credits.
- Strong leadership skills
- Strong interpersonal, communication and decision making skills
- Membership with a professional body
- 5 years accounting experience
- Ability to make independent decisions utilizing sound judgement
- Supervisory experience an asset
- Computer acuity in database, ACCPAC knowledge an asset
- Completion of Police Security Clearance and Child Welfare Information System Check with no outstanding relevant charges. Must be renewed every three years.



KEY RESPONSIBILITIES

- Responsible for bank and general ledger reconciliation, overseeing transactional functions (AR, AP, payroll) balance sheet and income statement analysis.
- Supervise Finance Unit
- Recruit, orient and train new staff
- Provide proactive guidance, direction, and support to staff
- Build and maintain a strong, effective work team
- Assists in the development of and follows policies and procedure in accordance with accreditation standards
- Monitors and reviews staff performance on an on-going basis in compliance with agency policies and professional standards
- Provide monthly reports that outline internal and external trends and issues
- Report on program activity, program development, utilization and staffing issues
- Take a leadership role in building linkages and working partnerships with formal and informal stakeholders
- Responds to customer concerns
- Interprets agency and program policies to staff
- Practice in a manner that is consistent with TFC mission and beliefs

Please submit resume to Pauline Smale @ Pauline.Smale@the-family-centre.com. Salary will be based on the current salary grid.