

## HUMAN RESOURCES POLICIES AND PROCEDURES

### POSITION DESCRIPTION: SENIOR MANAGER OF FINANCE

#### SECTION ONE: POSITION TITLE, REPORTING AND STATUS

Position Title: Senior Manager of Finance	
Reports to: Director of Operations	Direct Reports: Accounting Supervisor
Job Status: Full Time	Hours of Work: 37.5 hrs/week
Effective Date: January 13, 2020	Revision Date: August 8, 2022

#### SECTION TWO: POSITION SUMMARY

As a member of the Senior Management Team, the Senior Manager of Finance provides leadership to all financial aspects of the organization, from financial strategy development and execution, to finance and labour usage analyses, forecasts and reporting to the Management Team and Board of Directions, to ensure sound management decision making. This position oversees and directs the Finance Department to execute processes and controls to ensure ongoing financial success of the organization.

#### SECTION THREE: DUTIES AND RESPONSIBILITIES

The key responsibilities of the Senior Manager of Finance comprise of the following:

##### 3.1 Resource to the Director of Operations

- (i) Inform the Director of Operations of any relevant legislation, regulations and funder provisions and changes that will have implications for the financial management of the organization;
- (ii) Inform the Director of Operations of financial trends that will influence the overall performance of Umbrella Family;
- (iii) Develop financial documents in support of funding applications and contracts;
- (iv) Prepare background information as required by the Director of Operations in relation to the financial management of the organization; and
- (v) Attend meetings of the Board of Directors as requested by the Director of Operations.

##### 3.2 Compliance with Legislation, Regulations Contractual Obligations and Organizational Policies and Procedures

- (i) Ensure compliance with applicable legislation, regulations and funder contractual obligations pertaining to Umbrella Family;
- (ii) Ensure compliance with the organizations policies and procedures and the collective agreement; and
- (iii) Inform the Director of Operations of any areas of non-compliance with legislation, regulations, organization policies and procedures and the collective agreement.

##### 3.3 Risk Management

- (i) Inform the Director of Operations of situations that could create potential risk and liabilities for the Umbrella Family; and

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- (ii) Implement the risk management plan of the organization, as required.

### **3.4 Operational Management**

- (i) Participate in the development of an annual operational management plan in collaboration with the Director of Operations and the Senior Management Team;
- (ii) Ensure the financial policies and procedures are implemented and that directly supervised employees received proper orientation and training to be informed of these guidelines;
- (iii) Ensure that the practices, policies and procedures related to the financial processes of the organization are current;
- (iv) Build and maintain effective relationships with the management team, directly supervised employees and the Auditor; and
- (v) Attend and actively participate in leadership meetings chaired by the Executive Director and / or Director of Operations.

### **3.5 Financial Process Management**

- (i) Manage the financial processes of Umbrella Family in accordance with applicable legislation, organization policies and procedures, collective agreement and funder expectations;
- (ii) Develop, implement, manage and evaluation of financial processes and accounting functions;
- (iii) Prepare annual and multi-year organizational budgets and forecasts in collaboration with the Director of Operations, based on sound assumptions and credible projections;
- (iv) Prepare and submit monthly and annual financial reports to the Director of Operations, Executive Director and Board of Directors and funders based on the specified guidelines;
- (v) Prepare and submit the Annual Registered Charity Information Return;
- (vi) Lead and manage all financial reporting obligation (HWDSB, City, Funders...)
- (vii) Facilitate the annual audit process and work cooperatively with the Auditor; and
- (viii) Administer ministry and city designated funds in accordance with contractual obligations.

### **3.6 Human Resources Management**

- (i) Lead, coach, manage and mentor directly supervised employees;
- (ii) Provide professional guidance to directly supervised employees in the resolution of concerns and issues;
- (iii) Promote a positive, fair and learning environment within the organization;
- (iv) Supported by the Human Resources Manager, review and revise job descriptions of directly supervised employees in collaboration with the Director of Operations to accurately reflect the responsibilities, authority, accountability and qualifications;
- (v) Conduct probationary and annual job performance evaluations of directly supervised employees;
- (vi) Adhere to the processes that have been established for workplace violence harassment and unethical conduct complaints from directly supervised employees in an effective and timely manner;

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- (vii) Provide oversight to ensure that the recruitment, selection, orientation, development processes are implemented for directly supervised employees;
- (viii) Ensure that directly supervised employees' complaints are responded to in an effective and timely manner;
- (ix) Implement disciplinary action for directly supervised employees according to the policies and procedures of the organization; and
- (x) Recommend the termination of any directly supervised employees to the Director of Operations, when required.

### **3.7 Financial Management**

- (i) Develop the budget for the finance department in collaboration with the Director of Operations;
- (ii) Authorize funding for expenditures related to the finance department within the approved budget(s);
- (iii) Act as the primary cheque signer as per the organizations Financial Policies and Procedures; and
- (iv) Monitor the financial stability and viability of the finance department including any identified variances/issues and report to the Director of Operations on a monthly basis.

### **3.8 Information Management**

- (i) Ensure appropriate protocols are followed to protect and safeguard the personal information of families according to applicable privacy legislation, regulations and best practices;
- (ii) Ensure the Accounting Software (ex. Arrisberg System, SAGE) are updated and meeting organization needs; and
- (iii) Provide oversight on the overall quality and accuracy of any applicable data collection as it related to the finance department.

### **3.9 Health and Safety Management**

- (i) Ensure that appropriate and safe working conditions exist to enable directly supervised employees to carry out their duties;
- (ii) Identify and address any identified health and safety issues; and
- (iii) Advise the Director of Operations of health and safety issues that require a broader organizational response.

### **3.10 Communications Management**

- (i) Maintain regular communications with the leadership team as well as directly supervised employees; and
- (ii) Implement the Crisis Communications Plan, as directed by the Director of Operations

### **3.11 Community Relations Management**

- (i) Build partnerships with any applicable financial professionals and associations, funders; and
- (ii) Foster an organizational culture that is rooted in integrity.

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### **3.12 Representation of the Organization**

- (i) Represent Umbrella Family in external meetings as assigned by the Director of Operations.

### **3.13 Professional Development**

- (ii) Participate in a performance evaluation process conducted by the Director of Operations and follow up on any stated actions and/or goals; and
- (iii) Attend professional development opportunities recommended by the Director of Operations to enhance overall management knowledge and/or performance.

## **SECTION FOUR: AUTHORITY**

The Director of Operations delegates authority to the Senior Manager of Finance to:

- (i) Make hiring, compensation, performance management and disciplinary decisions for their directly supervised employees;
- (ii) Provide leadership and manage their responsibilities within the established and applicable organizational policies, strategic priorities and performance outcomes;
- (iii) Manage the Financial processes in an effective and efficient manner;
- (iv) Sign cheques in accordance with the organizations financial policies and procedures; and
- (v) Interpret and implement the policies and procedures of the organization.

## **SECTION FIVE: ACCOUNTABILITY**

The Senior Manager of Finance is accountable to the Director of Operations to:

- (i) Exercise leadership within a changing context;
- (ii) Ensure that financial responsibilities are delivered within the approved budget;
- (iii) Ensure that directly supervised employees have the proper support, supervision, orientation and training to carry out their responsibilities;
- (iv) Ensure a safe, healthy and productive work environment;
- (v) Maintain a harmonious working relationship with staff of Umbrella Family;
- (vi) Provide reliable and timely information to support the management decision-making processes of the organization;
- (vii) Develop and maintain a positive working relationship with an applicable external professional (ex. Auditor, Bank, City of Hamilton)
- (viii) Ensure that the organization is perceived by the community in a positive manner; and
- (ix) Minimize any risks and legal liabilities to the organization.

## **SECTION SIX: QUALIFICATIONS**

The **minimum** qualifications for the Senior Manager of Finance are as follows:

### **6.1 Education, Professional Designation and Certification Requirements**

- (i) Bachelor's degree (or equivalent) in Accounting / Finance Management or a related field is required;

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- (ii) CPA Designation is required;

### **6.2 Experience, Knowledge and Skill Requirements**

- (i) Ten (10) years of finance / accounting experience and five (5) years of people management experience;
- (ii) Experience working in a not-for-profit organization;
- (iii) In-depth knowledge of applicable legislation and regulations as well as Generally Accepted Accounting Principles (GAAP), to carry out job responsibilities;
- (iv) Advanced written and verbal communication skills, with strong relationship building skills;
- (v) In depth knowledge of MS Office Suite is preferred, including Word, Excel and Outlook.  
Working knowledge of Sage would be considered an asset.
- (vi) Confident and consistent decision-making skills;
- (vii) Resourcefulness and flexibility to meet the needs and the demands of the position;
- (viii) Ability to work independently and as a team member to achieve outcomes and meet deadlines; and
- (ix) Ability to balance demands and priorities and to manage effectively.

### **6.3 Competencies and Judgment**

- (i) Manage in an ever-changing and evolving environment;
- (ii) Use professional judgment on a daily basis;
- (iii) Maintain control in difficult and frustrating situations;
- (iv) Accommodate competing demands;
- (v) Communicate orally and in writing with colleagues, funders and professionals; and
- (vi) Maintain confidentiality.

## **SECTION SEVEN: WORKING CONDITIONS**

The working conditions for the Senior Manager of Finance are as follows:

- (i) The position is primarily performed in an office environment;
- (ii) Regular requirement for multi-tasking, simultaneous multiple urgent demands and / or work requiring attention to detail, subject to frequent, regular interruptions or peak periods requiring an accelerated work pace or deadlines;
- (iii) Seldom exposure to uncomfortable, challenging and hazardous conditions such as dust, noise, odours, verbal or physical conflict, aggression or abuse, etc.;
- (iv) Frequent requirements for manual dexterity / coordination for computer use; Regular requirements for light physical exertion, such as sitting, standing, walking and operating office equipment; Seldom requirements for heavy physical exertion, including the ability to lift up to 25 lbs (e.g. lifting a child, moving a heavy box of office supplies);
- (v) Regular requirement for low-intensity mental, visual or aural concentration for such activities as reading, inputting data, taking notes; Regular requirement for high intensity mental, visual or aural concentrations such as analysing large volumes of data, listening to calls / presentations or face – to face interactions of a more complex nature;

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- (vi) Hourly position based on 22.5 hours/week, Monday to Friday. Availability to work a flexible schedule to meet the needs of the organization is required.
- (vii) This position is not required to be on-call.

### SECTION EIGHT: INTERNAL AND EXTERNAL RELATIONSHIPS

The Senior Manager of Finance will maintain regular contact with the following:

#### **Internal Relationships**

- (i) Director of Operations: To liaise closely to develop Umbrella Family's operational plan, and to achieve goals to sustain the organization's values; to report on progress and receive direction as needed; to communicate regarding the ongoing financial health of the organization. (Weekly);
- (ii) Finance Team: To provide oversight and leadership; to provide coaching, feedback and performance management, to provide approvals (Weekly);
- (iii) Leadership Team: To collaborate on the organizations financial goals and objectives; to provide coaching and resources in the area of Finance (Weekly); and
- (iv) Board of Directors: To present financial statements at monthly board meetings and budgets annually; to attend quarterly Finance Committee Meetings, to communicate regarding the ongoing financial health of the organization; to provide financial analysis regarding decisions affecting the finances of the organization (Monthly).

#### **External Relationships**

- (i) Auditors: To coordinate planning and participate in financial audits (Annually);
- (ii) Bank Representatives: To communicate regarding account activity and changes, to discuss investments and for assistance related to accounts / credit cards (Quarterly); and
- (iii) City / Government Authorities: To communicate regarding reporting submissions (Monthly);

### SECTION NINE: EMPLOYMENT CONDITIONS

Specific employment conditions of the Senior Manager of Finance include the following:

- (i) Satisfactory Police Reference Check for the Vulnerable Sector.

*This job profile provides an overview of the minimum requirements of the position and does not include all of the duties inherent, included or associated with the job or with the performance of the job. The Leadership Team reserves the right to make changes to the job profile as it sees fit to meet the needs of the organization.*