
	Position: Finance Manager	Reporting To: Director of Finance
	Approved By: Executive Director	Review/Revision Date: March 2024

Job Summary

Under the direction of the Director of Finance and in cooperation with the Leadership Team, the Finance Manager will play a pivotal role in ensuring the accuracy and integrity of our financial reporting processes. This position requires expertise in month-end closing, quarterly reporting, year-end audit preparation. The ideal candidate will be a proactive and strategic thinker with a strong background in financial reporting.

Responsibilities and Duties

- **Month-End Closing:** Oversee month-end closing activities, including the preparation of prepaids, accruals, and balance sheet reconciliations. Conduct thorough variance analysis and rolling forecasts to provide insights into financial performance.
- **Quarterly Reporting:** Lead the preparation and consolidation of financial statements for quarterly reporting. Analyze and report on forecasts vs actuals, identifying key drivers and variances. Collaborate with team to ensure accurate and timely financial reporting.
- **Year-End Audit Preparation:** Prepare and coordinate documentation for year-end audit activities. Work closely with external auditors to address inquiries and facilitate a smooth audit process.
- **Cross-Functional Collaboration:** Collaborate closely with the Department Leads, Payroll Coordinators, and Senior Accountant to ensure alignment in financial reporting and forecasting activities. Provide financial insights and support to drive strategic decision-making.
- **Special Projects:** Take ownership of special projects related to financial reporting improvements or process enhancements. Contribute to the development and implementation of new financial reporting policies and procedures.
- **Maintain Respect and Privacy:** Interacts with residents in a manner that respects their individual rights and dignity, ensuring privacy and confidentiality are always maintained.
- **Knowledge of Policies:** Maintains a current knowledge of and complies with the approved policies and procedures.
- **Other Related Tasks:** Performs other related duties as required.

 GEORGE DERBY CENTRE	Position: Finance Manager	Reporting To: Director of Finance
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Safety Responsibilities

- Demonstrates a commitment to communicating, improving, and adhering to safety policies in the work environment.
- Report all incidents and near misses. Reports are to be made in writing.
- Report all concerns related to resident behaviours, even if no incident/injury occurs. Reports are to be made in writing.
- Always follow safe work procedures and act safely in the workplace.
- Actively participate in all training provided to you for your safety.

Qualifications

- Bachelor’s degree in finance, accounting, or related field.
- CPA designation is considered an asset.
- Two years of relevant experience in a finance role.
- Strong understanding of month-end closing processes, balance sheet reconciliations, and financial statement preparation.
- Experience with rolling forecasts and variance analysis.
- Excellent communication and interpersonal skills.