



GUELPH HUMANE SOCIETY

ORGANIZATION: The Guelph Humane Society advocates for all animals, and in particular those animals whose lives it can influence, through care, education, community support, protection, and leadership. Founded in 1893, the Guelph Humane Society provides care and shelter for approximately 3,000 homeless, stray, injured and abused animals each year in Guelph and Wellington County. GHS is a registered charitable, non-profit organization that does not receive government funding. The GHS's hiring philosophy goes beyond just filling positions – it is interested in finding people who are passionate about animal welfare, who want to make a difference in the community, all while working as part of a positive and productive team of people. Visit www.guelphhumane.ca to discover more.

TITLE: **MANAGER, FINANCE & ADMINISTRATION**

LOCATION: 190 Hanlon Creek Blvd, Guelph, ON

HOURS OF WORK: Approximately 40 hours/week
Flexibility for some evening and weekend shifts

TYPE: Permanent, Full-time

JOB SUMMARY: Reporting to the Executive Director, the Manager, Finance & Administration is responsible for day-to-day management of the finance, accounting and reporting functions of the GHS, as well as general office administration tasks and performing some human resources related duties. This position will provide exemplary stewardship of resources through the establishment, monitoring and improvement of accounting, finance, and reporting. The Manager, Finance & Administration will provide exceptional customer service, excellent communication and organization skills, and will demonstrate a positive attitude at all times, while supporting the overall mission and values of the humane society.

KEY ACCOUNTABILITIES:

- Perform the normal day-to-day finance department operations (i.e. Accounts Receivable, Accounts Payable, deposits, bank account monitoring, bank reconciliations, general ledger, petty cash, etc.)
- Ensure security of funds and accurate account coding and entry into accounting system
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Document and maintain complete and accurate supporting information for all financial transactions
- Reconcile bank and investment accounts, and manage cash flow
- Prepare monthly financial statements and financial reporting packages for Executive Director, Board of Directors, and management team, including a consolidated income statement (with month, quarter and YTD projections, actuals, and % and \$ variances), balance sheet, departmental financials, forecasts, variance analysis and monthly and other cash flow forecasts
- Prepare year-end financial statements and facilitate year-end audit (external auditors)
- Together with relevant staff, assist with the development of the annual budget and 5-year projections

- Ensure the efficient and effective management of all financial functions of the organization, including reporting to funding sources
- Ensure that the organization makes all required government remittances and remits applicable taxes (examples include HST, WSIB, EHT, Source Deductions)
- Perform payroll operations, including database and payroll entry and benefits administration
- Ensure T4s, T4As, and ROEs are issued in a timely and accurate manner
- Track and monitor vacation time, sick time, etc. of all employees
- Together with relevant staff, assist with on-boarding and departure of staff members
- Manage one direct-report staff member (Client Services Coordinator), who oversees the Client Services team
- Direct, engage, and coach direct reports so that they are empowered to fulfill their role effectively
- Oversee and in some cases facilitate the ordering and maintenance of office and shelter supplies and other required items
- Manage the onsite IT equipment, including liaising with external service providers
- Create, implement and maintain systems to ensure an organized work environment
- Support the Board of Director's Finance Committee, and attend meetings as appropriate
- Support the Executive Director in contract negotiations through collecting, interpreting and reviewing financial information.
- Responsible for identifying any issues with the day-to-day financial operations, and making recommendations to improve efficiency and accuracy.
- Provide accurate and timely reporting on the financial activity of individual projects
- Represent the GHS in a professional and enthusiastic manner at all times
- Demonstrate a good understanding of animal welfare and effectively communicate the mission and values of the Guelph Humane Society in a positive manner
- Embrace and consistently enact organizational values of respect, caring, integrity and partnership, supported by being authentic and accountable to yourself and your team
- Performs other duties as required and assigned

QUALIFICATIONS:

- Post-secondary education in Accounting, Finance or related field is required
- Minimum 5-years experience in the field of accounting, finance, and office administration
- Experience in financial management, particular in the non-profit sector, including the development, monitoring and reporting on the financial status of the organization
- Strong analytical skills and attention to detail to ensure accuracy of accounting and administrative records
- Strong time management skills; ability to meet deadlines, re-prioritize competing demands, work with frequent interruptions
- Strong verbal and written communication skills; organizational and analytical skills; problem solving and decision making skills
- Self-motivated, high energy, results oriented with the drive to exceed expectations
- Demonstrated ability to work in team environment and communicate effectively with a variety of departments
- Demonstrated leadership skills, initiative, tact, diplomacy, integrity and creativity
- Demonstrated successful personnel management and mentoring a team
- Computer literate at an intermediate to advanced level in Accounting Software (Sage) and Microsoft Office (Access, Excel, Outlook, PowerPoint, Word). Knowledge of a payroll system beneficial.

- Accounting and financial management acumen; knowledge of generally accepted accounting procedures and protocols, budget development/ administration and financial forecasting, analysis and reporting
- Knowledge of federal and provincial legislation affecting charities, charitable status including CRA regulations in Canada
- Excellent human resource management expertise, including group health benefits, processing new hires and terminations, and experience with payroll systems and payroll preparation
- Willingness to work in environment with animals in the near vicinity
- Passionate and generally knowledgeable about animal welfare and humane society activities and ability to effectively communicate the mission and ideals of the Guelph Humane Society in the course of their duties
- Valid Ontario Driver's license with access to a vehicle

If you are interested in this opportunity and have the above qualifications, please forward your resume with a covering letter including salary expectation, by **October 8th**, to:

ATTN: Adrienne McBride, Executive Director
Email: careers@guelphhumane.ca
Subject line: Manager, Finance & Administration

We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission, vision, and values. GHS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment process.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.