



JOB POSTING

POSTING #: 2022-50

SENIOR MANAGER, FINANCEB (FULL-TIME, PERMANENT)

THE OPPORTUNITY

Join one of the [Top 100 Charity Organizations](#) today! Since 2010, Charity Intelligence has awarded Eva's with the highest rating available based on financial transparency, accountability to donors and cost-efficiency.

Eva's Turns Youth Homelessness into Home

Black and Indigenous youth and young people of colour are overrepresented in homeless shelters and transitional homes in Toronto. They face higher rates of housing insecurity and barriers to accessing long-term housing due to the legacy of colonialism and anti-Black racism.

Eva's is rooted in the principles of social justice. If you have a history of working in social justice; have experience working in homelessness and/or housing; and want to be a leader in one of Toronto's most pressing social issues, read on.

By working with Eva's, you'll be doing more than helping give youth shelter. You'll be giving them strength for the future.

DUTIES AND SCOPE OF WORK

This role is a key member of the finance management team, providing leadership in the areas of budget and grant management and systems/process improvement; identifying and driving initiatives to support Eva's growth, with guidance and consultation from the Sr. Director. It is responsible for collaborating with department budget owners to create, monitor and adapt operating budgets to meet Eva's goals and commitments. It is accountable for preparing accurate and insightful reports and analyses for management and the Board of Directors, as well as to meet statutory requirements and/or contractual obligations. It ensures consistent, accurate and timely alignment of grants budgets with institutional operating budgets; manages the development, monitoring and reporting of organizational performance metrics, and analysis and presentation of financial information. The incumbent also takes on special projects to drive process improvement.

FUNCTIONS & RESPONSIBILITIES:

Financial Performance

- ◆ Actively develops, implements and monitors annual budgets and forecasts for all aspects of Eva's operation, including programs/projects in collaboration with the relevant directors/managers; flagging and investigating variances and suggesting mitigations/corrective actions

- Ensures timely, accurate and relevant performance reporting is provided to management to provide the necessary business performance insights to support effective decisions and timely corrective
- Prepares the budget calendar and plans/manages annual budget process.
- Analyzes complex issues relating to a broad variety of financial operations.
- Develop/enhance budgeting and forecasting techniques and maintain budgeting and forecasting standards across the organization.
- Recommends and implements policies and procedure enhancements to improve effectiveness and compliance in budgetary and accounting processes.
- Oversees investigation, evaluation and deployment of effective budgeting/forecasting and business intelligence tools.

Grant Management/Stewardship

- Accountable for the preparation, monitoring and regular review of grant budgets; revenue, and expenditure analysis.
- Supports and guides Program/Project managers in the preparation of budgets for funding applications
- Ensure the maintenance of complete and accurate financial records and supporting information for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements and reports are prepared in accordance with contract agreements with funders, and facilitate management insights and decisions in a timely manner.

Compliance and Risk

- Assists the Senior Director with financial reporting and preparation of financial statements and Annual Reports
- Ensures compliance with policies and statutes in consultation with the Senior Director.
- Oversees the preparation of all supporting information for the annual audit; liaise with and support the Senior Director and the external auditors as necessary; provides timely and accurate information to the external and internal auditors as and when required.
- Manages the collection of data for all Statistics Canada mandatory requirements
- Manages investment portfolios
- Supports and oversees insurance claims processes

Team Management

- Provides input in developing/creating the Key Performance Indicators (KPIs) for the performance management of staff responsible for Budgeting & Reporting within Financial Control to monitor their achievements on regular basis.
- Provides learning opportunities and coaching to support the performance and development of the Finance and Accounting team

PROBLEM SOLVING

Reporting to the Sr. Director, the Sr. Manager, Finance is the most senior operational Finance resource, with deep expertise in areas of financial processes and standards, financial systems, and reporting requirements. It is depended upon to be able to analyze and resolve complex financial problems using both critical thinking and evaluative judgement. Is expected to apply expertise pro-actively to anticipate

and avoid problems and/or to mitigate risk. Must be able to synthesize and manage conflicting opinions and priorities to facilitate and/or make the best financial decisions.

DECISION MAKING/INDEPENDENCE OF ACTION

Trusted as a advanced subject matter expert, to make and implement evaluative decisions on financial issues in ambiguous situations, involving differing stakeholder perspectives or multiple variables, considering the impact on other departments or teams; or on the organization as a whole. Uses full range of experience, knowledge, and formal research to develop and assess alternative, creative solutions, which align with Eva's Guiding Principles and fundamental beliefs. Breaks complex problems down into manageable components, recognizes several likely courses of events and consequences of actions. Anticipates obstacles and thinks ahead to provide innovative solutions which support compliance, quality control and risk management within the parameters defined by Policy, legislation, contractual obligations and GAAP.

MANAGING AND LEADING

This position is a key member of the Finance Leadership team. With general direction from the Sr. Director Finance, it provides seasoned operational leadership, guidance and coaching to a team of professional individual contributors, recruits and selects staff to build out the wider team; provides input to and approves performance assessments, project assignments and/or training requirements; recommends, defends and manages substantial capital, operational budget(s) and investment decisions approved by executive leadership. Applies strong financial knowledge and coaching skills to lead their team towards achieving assigned objectives. As a subject matter expert, it is also depended upon to contribute to solutions for the most complex financial and/or business challenges and to provide financial mentoring and guidance to business owners and staff.

PHYSICAL EFFORT

This position requires low intensity physical effort. It is a standard office position, requiring a great deal of sitting in an ergonomic position, with freedom to move at will. While there is no requirement for notable physical effort, cooperation and support of other staff is encouraged where appropriate, for example at events or time-sensitive situations; office moves, etc.

MENTAL EFFORT

This position requires a strong degree of mental effort to concentrate on complex technical/functional issues; remain on top of a broad set of group objectives and substantial business impact; resolve challenging financial, business or operational issues; and/or deal effectively with confrontational or other stressful situations related to team leadership.

WORKING CONDITIONS

Works in a comfortable office or home environment, may be expected to travel outside of the GTA on an occasional basis. Travel would generally be one week or less to attend conferences or trainings, or to support project deliverables. During travel, working conditions will be restricted to safe and comfortable offices and/or tradeshow/conference venues. Some travel between Eva's sites may be required.

TYPICAL QUALIFICATIONS

Generally, requires a post secondary degree or diploma in a relevant field, and at least 10 years progressive industry experience, including 3-5 years leadership experience, or equivalent. A Canadian accounting designation (CPA) is required. A post-graduate degree is preferred.

SKILLS AND COMPETENCIES

Key skills and competencies include:

- A high level of professional maturity and judgement, the ability to maintain discretion and work collaboratively with people at all levels of responsibility within the organization.
- Advanced understanding of all applicable legislation and Generally Accepted Accounting Principles
- Demonstrated ability to understand financial issues within the business context and make balanced recommendations and decisions.
- Expert proficiency in accounting software and ERP integrated system, proven experience with Netsuite
- Advanced Excel skills
- Experience with zero-based budgeting
- Strong leadership, facilitation and coaching skills; ability to take the lead and direct when necessary
- Excellent written and verbal communication skills, strong facilitation and influencing skills
- Outstanding problem solving skills and business acumen
- Ability to operate independently and collaboratively and have a strong, dynamic working style and be a team player
- Flexible and results-oriented approach to work within a relatively structured environment with multiple sites
- Sound judgement to maintain strict confidentiality and handle sensitive business or staff issues.
- Good analytical and critical thinking skills combined with common sense.
- Proven time management and organizational skills to manage competing priorities
- Ability to build relationships build on trust and mutual respect

APPLY

Submit a cover letter and resume in one PDF document by **July 4, 2022** to careers@evas.ca. Be sure to indicate **2022-50 Sr. Manager, Finance** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

The City of Toronto has put in place a mandatory vaccination directive for City-funded shelters, and Eva's is obligated to comply with this legislation as per our funding agreement. In view of this, new Eva's employees are required to be fully vaccinated against COVID-19 as a condition of hire. New Eva's

employees will be required to provide proof of full vaccination status to the People and Culture team via an upload in ADP upon been granted access. This information will remain confidential and will not be disclosed to Eva's staff or management. New Eva's employees will be entitled to reasonable accommodation in accordance with human rights legislation.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities, and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

LAND ACKNOWLEDGEMENT

We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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Email info@evas.ca | Website www.evas.ca

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