



## JOB POSTING

POSTING #: 2022-76

### MANAGER, PAYROLL & ACCOUNTING (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 position is responsible for the effective, compliant management of Eva's payroll and group benefits, internal audit processes and controls for assigned projects and accounts, procurement. He/she will be the designated system administrator for the financial management system and take responsibility for cash flow analysis and various statutory and performance reports.

#### **FUNCTIONS & RESPONSIBILITIES:**

Specific accountabilities may change with the needs of the organization, however, typical responsibilities include:

- ◆ Responsible for the full spectrum of payroll functions, ensuring that employees are paid in a timely and accurate manner and all remittances and statutory employment documents are submitted/issued accurately and on time.

- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Manage Group benefits and RRSP plan in collaboration with HR department
- Develop and maintain financial accounting systems for cash management, accounts receivable and accounts payable
- Assist in Preparing all supporting information for the annual audit and liaise with the Senior Director and the external auditors as necessary
- Responsible for accounts reconciliation
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Maintenance of the general ledger
- Oversee the management of user access to financial systems and provide/oversee advanced functional guidance and support to all users.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Recommend and implement new or improved internal financial and accounting policies and procedures to ensure compliance and increase effectiveness; collaborate with other Finance Management as required
- Developing and maintaining timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Assist the Finance Director with financial reporting and preparation of financial statements and Annual reports
- Assist Program/Project Managers with the preparation of budgets for funding applications

### **Project management accounting**

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects
- Provides administrative back-up for data processing
- Ensure the effective management of bank deposits

### **Team Management**

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

## PROBLEM SOLVING

The Manager, Payroll and Accounting is a senior operational Finance resource, with deep expertise in areas of payroll and accounting 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 subject matter expert, to make and implement evaluative decisions on financial issues in somewhat vague situations, involving differing stakeholder perspectives or multiple variables, considering the impact on other departments or teams. Is very thorough in seeking and evaluating relevant information, and probes to obtain a full understanding of “what and why”. Analyzes multiple variables to model “what-if” scenarios, and determines appropriate decisions to 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 experienced operational leadership, guidance and coaching to a focused group of individual contributors. It holds independent responsibility for the selection and development of its team, and the latitude to make employment decisions and assign responsibilities within the team. As a subject matter expert, it is also depended upon to contribute to the most complex work; to provide recommendations and input into key financial issues, 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 moderate degree of mental effort to concentrate on technical/functional issues; remain on top of group objectives and budget; resolve challenging 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

This role requires a Certified Payroll Manager designation, a post secondary degree or diploma in finance/accounting, and at least 10 years progressive industry experience, including leadership experience, or equivalent.

- ◆ In-depth knowledge and understanding of GAAP processes and best practices relating to Payroll, Income Statement and Balance Sheet
- ◆ Clearly demonstrated experience in providing financial analysis to drive key business decisions, as well as preparation of financial statements and statutory filings
- ◆ Experience with not-for-profit accounting and the related regulatory environment for reporting guidelines an asset
- ◆ Expert proficiency in accounting and payroll software and databases, proven experience with Netsuite is required.
- ◆ Advanced Excel skills are required
- ◆ Advanced knowledge and experience processing bi-weekly payroll, benefits reconciliation, account balancing and corrections
- ◆ Experience in preparation of year end reports, T4s and ROE and other statutory requirements
- ◆ Experience in processing accounts payable up to and including bank reconciliations, and reporting
- ◆ Maintaining accounting records
- ◆ Excellent written and verbal communication-good facilitation skills
- ◆ Possess outstanding problem solving skills.
- ◆ Ability to operate independently and collaboratively and have a strong, dynamic working style and 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 employment issues.
- ◆ Good analytical and critical thinking skills combined with common sense.
- ◆ Proven time management and organizational skills to manage competing priorities

## SKILLS AND COMPETENCIES

Key skills and competencies include:

- Strong understanding of all application legislation and Generally Accepted Accounting Principles
- Strong organizational and time management skills
- Strong facilitation and coaching skills
- Demonstrated ability to understand financial issues within the business context and make balanced recommendations and decisions.
- Flexibility to work collaboratively, to facilitate others, and to take the lead and direct when necessary
- Strong analytical and critical thinking skills
- Ability to build relationships build on trust and mutual respect

## APPLY

Submit a cover letter and resume in one PDF document to [hr@evas.ca](mailto:hr@evas.ca). Be sure to indicate **2022-76 Manager, Payroll & Accounting** in the title. The position will be open until filled. 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**

Administrative Office: 401 Richmond St W., Suite 245, Toronto, Ontario, M5V 3A8

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   Connect with us @evasinitiatives