

## **Job Posting**

Mental Health Rights Coalition

### **Finance Manager**

To coordinate accounting activities for the agency and prepare financial reports required by management, the Board of Directors and funding sources.

#### **Duties & Responsibilities**

1. Process all financial transactions in a timely manner
2. Using Simply Accounting (or other accounting programs as determined by management) - General ledger, Accounts Payable, Payroll and Accounts Receivable modules. Includes posting of all accounts payable, accounts receivable, payroll and deposits to appropriate accounts.
3. Performs regular accounting functions including: preparation of bank deposits and bi-weekly disbursement cheques, monthly office rental payments etc.
4. Prepares monthly, quarterly and annual financial statements and special reports for the review of the Executive Director and the Board.
5. Prepare regular government reporting including T4's, record of employment, annual GST Rebate claim and other mandatory employment remittances as necessary
6. Prepare mandatory report for Funding Agencies including: Quarterly, Semi-Annual and Annual reporting for Trail Balance reporting to MOHLTC, CDS reporting to MOHLTC and WERS reporting for LHIN, Budget and Operational planning reports to LHIN, MIS reporting and any future reporting requirements to the MHLTC or LHIN
7. Any other funding proposals and reporting requirements for potential funding opportunities such as Service Canada, Ontario Trillium Foundation etc.
8. Contacts and communicates directly with funding consultants regarding budget, statistics, reports and conflict resolution.
9. Prepares for and attends financial and compliance audits as required by government and funding bodies.
10. Supports Executive Director and Board in developing and maintaining financial control systems and ensures financial controls are in place at all times.
11. Ensures all financial policies are in accordance with Generally Accepted Accounting Principles.
12. Provides other administrative and financial support to the Executive Director and agency as necessary.

#### **Skills and Knowledge Required**

##### Job Knowledge

The position requires: an excellent knowledge of financial accounting usually acquired through a diploma in accounting at the Community college level, and/or third level of a professional accounting designation (e.g. CGA, CMA, CA) and minimum of four years directly related progressively responsible experience in a non-profit environment (preferably with MOHLTC and LHIN core funding). Sound knowledge and experience with Ontario Healthcare Reporting Standards and MIS account structures and definitions. Excellent knowledge of payroll and HR related accounting.

Also required are skills and ability to process financial transactions quickly and accurately, good organization and planning skills to meet deadlines and work priorities, analytical skills to interpret financial data and recommend action., the ability to work independently with minimal supervision and above-average computer skills and spreadsheet knowledge, including Simply Accounting, Microsoft Office and Microsoft GP Dynamics.

#### Problem Solving/Judgement

While the position reports to, and has ready access to the Executive Director, it is necessary to work independently and with minimal supervision to perform day to day accounting duties and report preparation. Judgment must be used when analyzing financial data on which statements and reports are based, and to resolve problems created by inaccurate data, errors, or variances to forecasts. Excellent time-management and organizational skills are necessary.

#### Interpersonal Skills/Contacts

Excellent verbal and written communication skills are required to provide information and explanations, and to prepare clear, explicit reports. Occasional contact is made with suppliers and funders for problem resolution, and with Board members to interpret or explain financial statements and reports.

#### **Effort Required**

##### Mental Effort

The work involves frequent periods of intense concentration when processing financial transactions, when preparing reports, budgets and statements, balancing ledgers, resolving conflicts and inputting computer data.

##### Physical Effort

Most of the day is spent sitting at a desk using a computer, but there is freedom to move about to talk to co-workers and to use office equipment in locations around the office.

#### **Responsibility**

##### Personnel, Practices, Policies

The position provides information, advice and interpretations on financial matters to management and staff. Input and recommendations are provided on financial control systems and procedures.

##### Financial

The position is responsible for financial transactions and reporting, participation in budgeting and forecasting financial control systems, accounts receivable/payable, payroll and employee benefits.

##### Safety, Well-Being of Others

n/a

### Information Resources

The position is responsible for the collection, storage, maintenance and retrieval of all Agency financial data.

### **Working Conditions**

The position requires an understanding of and appreciation for the Recovery approach to mental health and experience in the mental health field particularly concerning consumer survivor initiatives.

### Environment

The position functions in a normal office environment for the part with periodic visits to the local bank to make deposits, and to resolve discrepancies in bank statements. Some minor distractions are experiences when work is interrupted by co-workers or telephone calls. Finance Manager is frequently called upon to trouble shoot financial, funder and personnel issues and must be proficient at multi-tasking.

### Hazards

There are no unusual hazards or risks of injury associated with the position. Risk of neck strain, headaches, arm, wrist, hand and back pain due to repetitive and restrictive motions.

- Rate of pay – beginning at \$22/hour
- Hours of work – 17 hours per month

A letter of application with resume should be submitted to the Executive Director no later than noon on Friday May 8, 2009. Applications should be mailed through regular mail or faxed to MHRC at 905-545-0211. Email applications will not be considered.

Candidates are invited to submit cover letters and resumes by **noon, Friday, May 8, 2009 to:**

Executive Director  
Mental Health Rights Coalition  
370 Main Street East, Suite 101  
Hamilton, Ontario  
L8N 1J6