



# Family and Children's Services of St. Thomas & Elgin

## **Our Mission**

We protect and support children and youth in partnership with families and communities.

## **Our Commitment to Diversity**

Family & Children's Services of St. Thomas & Elgin is committed to becoming allies with First Nations, Inuit and Métis communities; those of African-Canadian/Black heritage; people with differing abilities; other racially marginalized and LGBTQ2S+ persons, through our Truth and Reconciliation commitments, our ongoing 'Diversity, Equity and Inclusivity' work and antiracism/anti-oppression education. We actively seek candidates from these groups to apply.

## **MANAGER OF FINANCE AND ADMINISTRATION**

### **SCOPE OF JOB:**

Reporting to the Executive Director, this is a full-time, permanent, senior management position outside of the Bargaining Unit. The Manager of Finance and Administration is responsible for the effective planning, organization, operation, management and evaluation of the financial, accounting, property, purchasing, and information technology functions of the agency. The incumbent participates in the overall management of the agency as part of the senior leadership team and acts as a resource to the Board of Directors.

### **QUALIFICATIONS:**

- Applicants must have and maintain a recognized Professional Accounting Designation (Chartered Professional Accountant, Certified Management Accountant or Certified General Account);
- University Degree in Accounting, Finance, Business Administration or other similar field of study;
- Minimum 5 years' experience in progressively responsible roles, preferably with experience in Child Welfare or other high-profile, high-risk, not-for-profit organization;
- Proven communication skills with staff, management and board;
- Advanced critical thinking skills;
- Excellent time management skills;
- Sound problem-solving skills and judgement;
- The ability to work co-operatively with others;
- The ability to provide strong teambuilding, leadership and coaching skills to assigned staff;
- An advanced knowledge and use of accounting software such as Oracle in all accounting functions, reporting, etc.;
- An advanced knowledge of Agency and Children's Aid Society (CAS) industry computer



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applications including the Child Protection Information Network (CPIN) and MS Office considered an asset;

- Advanced understanding of the evolving role of the CASs within the child welfare sector and their impact on the development of CAS/Family and Children's Services priorities considered an asset; and
- Experience in managing employee benefit and pension programs is an asset.

### **DUTIES:**

#### **Financial Duties**

- Oversees and prepares annual budget and assists in the development of annual Service Volume estimates;
- Oversees and prepares Quarterly Reports for the Ministry of Children, Community and Social Services regarding service and financial data;
- Oversees and prepares monthly financial reports required internally and externally and advises the Executive Director and Board of Directors of any major variance between approved budget and actual expenditures;
- Attends Board and Committee meetings to speak to matters of finance and administration;
- Supports the Finance and Audit Committee of the Board;
- Acts as a signing officer of the agency for all financial transactions and ensures cheques are signed in accordance with existing policy and procedures;
- Ensures certification and compliance with all financial reporting to all local, provincial or federal government bodies as required;
- Manages and oversees all applicable policies and procedures;
- Manages agency cash in banks and investments for operating and ancillary funds; and
- Advises the Executive Director on the financial implications of all contracts and/or leases the agency enters into.

#### **Agency Administration**

- Advises and assists the Executive Director in relevant areas of policy development, planning, and decision-making;
- Implements strategic plans and other applicable agency goals and priorities;
- Assesses the adequacy of agency insurance coverage and advises on relevant areas of risk management;
- Supervises control and security of all agency files and records to ensure appropriate retention and disposal of financial records subject to regulatory requirements;
- Controls or delegates control for all agency purchases and inventories in accordance with written policies;
- Any other duties related to the implementation of the agency's mission as may be assigned



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by the Executive Director;

### **Property Management and Information Technology**

- Oversees and ensures that all agency property and equipment is adequately maintained, repaired and replaced;
- Controls or delegates control for purchase and maintenance of all agency property and equipment;
- Cooperates with the agency Health and Safety Committee in all matters pertaining to building and workplace safety;
- Oversees all IT functions within the agency, including IT security, policies, procedures and audits; and
- Provides coaching and leadership to the IT Manager.

### **Human Resources Management**

- Ensures accounting and IT staffing levels are appropriate;
- Participates in the hiring of adequate and efficient staff to carry out the Agency's accounting and IT programs and in consultation with the Executive Director, participates in the deployment and discharge of those staff;
- Sets and maintains performance expectations for assigned staff, including performing regular performance appraisals, individual staff learning plans and, as necessary, any required disciplinary action; and
- Oversees the administration of employee benefits plan coverage and payroll.

### **Community**

- Participates in local, regional or provincial networks of finance managers so as to ensure a climate of co-operative and collaborative work in matters of finance and administration;
- Maintains effective working relationships with the Ministry of Community and Social Services and other funding bodies;
- Responsible for handling the finances for the Elgin Children's Foundation; and
- Other duties related to the implementation of the agency's mission within the community.

**REPORTS TO:** Executive Director

**DEADLINE TO SUBMIT RESUME:** October 17<sup>th</sup>, 2024

**Qualified applicants should submit their resumes to:**

Family & Children's Services St. Thomas and Elgin

Attention: Shelley Wright

E-mail: [swright@caselgin.on.ca](mailto:swright@caselgin.on.ca)



## Family and Children's Services of St. Thomas & Elgin

***“Family and Children’s Services of St. Thomas and Elgin is committed to a barrier-free, respectful, accessible and inclusive work environment. We will endeavor to remove any barrier to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.”***

***Thank you for your interest in our organization.  
Only those candidates selected for interviews will be contacted.***