



**GOOD SHEPHERD
MINISTRIES**
WELCOME HOMELESS

Title: Finance Manager
Reports To: Executive Director
Department: Finance

Organizational Summary

Good Shepherd Ministries serves homeless, disadvantaged and marginalized individuals in downtown Toronto. We are currently seeking a Full Time Manager of Finance to provide financial support to the functioning and future expansion of our operation.

This position will report to the Executive Director.

Highlighted Responsibilities

- To provide service in a dignified, respectful and hospitable manner that reflects the Mission, Vision and Values of Good Shepherd Ministries
- To provide support and guidance to all Managers and department heads on issues related to Finance at Good Shepherd Ministries.
- To be responsible for development and implementation of company Policies and Procedures, Financial Plans and Budget Strategies reflective to the Mission and Values of Good Shepherd Ministries.
- To provide leadership on financial areas such as quality accounting services, sound financial management and the implementation of effective financial and internal controls that would enhance the fiscal accountability.
- To provide timely and appropriate response to enquiries related to accounting and finance services; and to address all contacts, co-workers, clients, donors, volunteers, and visitors in a hospitable, respectful and professional manner.
- To prepare financial statements that are free from material errors, omissions or misstatements; and to ensure that the financial statements are presented fairly and in a consistent manner in accordance with Canadian generally accepted accounting principles.
- In addition, to promote the responsible use of funds and resources to meet service delivery.

Qualifications include:

- Experience in the Not for Profit sector is preferred.
- Proficient in the use of ACCPAC Accounting software.
- Demonstrated commitment to the mission and values of hospitality, compassion, faith and acceptance.

- Hospitable in dealings with clients, the public, volunteers, coworkers, and other key stakeholders.
- Available and responsive to the needs of others.
- Demonstrated ability to adapt in a fast paced and changing work environment.
- Excellent problem-solving and conflict resolution skills.
- Ability to prioritize work and to handle unpredictable situations in an assertive manner.
- Creativity and flexibility in achieving desired outcomes.
- Excellent verbal and written communication, computer, interpersonal and organizational skills.
- Completion of a recognized Bachelor's Degree in Accounting, with a minimum of 5 years in a management position, and a high degree of technical knowledge, application of practical experience, and independent thinking in the accounting and financial management field are required; and/or a recognized accounting designation i.e. CPA.
- Knowledge of applicable legislation, regulations and statutory requirements related to the organization's activities and operations, e.g. Employment Standards Act 2000, Income Tax Act, donations and tax receipts regulations and guidelines, statutory deductions, etc.
- The ability to speak another language in addition to English is an asset.

This is a full-time, 40 hours a week, position. This position qualifies for benefits such as group RRSP and extended health care subject to eligibility criteria.

If you are interested in applying for this or any other vacancy with Good Shepherd Ministries please forward your resume to employment@goodshepherd.ca or by post to:

Attn: Human Resources, 412 Queen St. East, Toronto, ON M5A 1T3

Good Shepherd is an equal opportunity employer operating within an anti-racist and anti-oppression framework. We strive to establish workplaces that reflect and are enhanced by the rich diversity of the community we serve.

Thank you to those who apply, however, only those selected for interview will be contacted.