



External Job Posting: Manager, Finance and Administrative Operations

The Children's Village of Ottawa Carleton is seeking to hire a mature and dynamic Manager of Finance and Administrative Operations. Please send your resume and cover letter to the attention of Deborah Thompson, Executive Director, by **December 13th, 2019**.

The Children's Village has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

CVOC operates a large Licensed Home Child Care Program, several school based Child Care Centres, summer programs, a drop-in play group and other support services for parents and providers. Reporting to the Executive Director, the Manager of Finance and Administrative Operations is responsible for ensuring that the various programs are supported by the Finance and Administrative group. The roles and responsibilities are as follows:

Roles and Responsibilities

- Supervise 5 accounting and administrative staff.
- Develop and maintain timely and accurate financial statements and reports that are presented to the Board of Directors and Operations Committee.
- Prepare and submit budgets and other reports to our funding agencies: City of Ottawa, Ontario Works, Service Canada.
- Liaise with government officials regarding budgets and payments.
- Ensure all statutory requirements are met for the organization including filing the annual charitable return, EHT reporting requirements for 6 locations, and HST reporting requirements.
- Manage cash flow requirements and record the monthly activity for our foreign and Canadian investments.
- Work with auditors and prepare all supporting information used in the annual audit.
- Prepare all payroll functions for approximately 50 to 70 staff, and ensure that employees are paid in a timely and accurate manner. Process and submit statutory and benefits remittances on a timely basis. Issue annual T4s.
- Assist with the negotiations and manage the employee insurance and benefit plans.
- Manage the tracking of vacation, sick leave and other leave in accordance with CVOC policies.
- In consultation with the Executive Director, manage the IT requirements for five locations with the IT consultant.

- Manage facilities.
- Assist in planning and organizing the Annual General Meeting.

Skills and Knowledge

- Professional accounting designation – CPA is required.
- Knowledge of the Not-For-Profit/Charity Sector
- Proficient in Quickbooks and Excel

Salary:

This is a permanent full time position. The starting salary range for this position is \$70,000 to \$80,000 and includes a comprehensive benefit package.

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