



Job Posting – Internal/External

Position: Director of Financial Operations

Status: Permanent Full Time

Working Hours: 37.5 hours/week

Reporting to: Chief Executive Officer

About ESS Support Services

An award winning not-for-profit community support services organization and community leader for over 40 years. Our mission is to care for aging adults in their homes and community through programs that support well being. ESS offers a diverse range of high-quality services and accredited programs designed to support the independence, social well being and health of our clients, along with a helping hand and respite for their families and caregivers.

Job Summary:

We are looking for an ambitious and results driven Director of Financial Operations to join our dynamic organization as part of our Senior Management Team! As a Director of Financial Operations, you will play a crucial role in overseeing the overall financial activities of ESS Support Services with the main goal of achieving our financial success in line with our newly rolled out Strategic Plan.

Duties and Responsibilities:

Financial Oversight

- As the leader in finance, oversees all financial activities including approving and signing all purchases, cheques, invoices, visa orders, vendor payments, online bill payments, bank reconciliations, and client billing
- Verifies all sources of income as per TPAS (Ontario Health) as well as other funders
- Supervises all monthly entries including payroll into QuickBooks
- Approves Fee Assessment forms for those clients who require financial assistance, through the application of the Graduated Fee Schedule, and follows up on major variances and clients owing balances
- Develops, implements, and controls adherence to internal controls and financial policies and procedures
- Responsible for producing monthly financial reports to Finance Committee, while liaising with the Treasurer, Finance Committee, and/or Audit Committee as appropriate
- Verifies all statutory requirements are met: Charitable status; CPP, EI (payroll deductions are submitted on time); WSIB contributions; EHT; Manulife RRSP; and Benefits payments for all staff in the plan
- Manages the acquisition of capital assets and ensures the assets are purchased with supporting revenue; ensures the assets are properly recorded, amortized, and disposed of, as appropriate
- Prepares the production and distribution of program costing reports to Program Directors as per their request
- Supervises donations and fundraising activities, by ensuring proper allocation and approving all donation receipts.

Financial Reporting

- Creates the annual operating budget process and an annual capital budget, and produces a final budget
- Develops and oversees the submission of the three-year budget CAPS to Ontario Health
- Oversees the preparation and submission of all funding applications including the City of Toronto CSP Program and United Way of Greater Toronto
- Supervises the compilation and distribution of statistical reports to CEO and Directors, and makes recommendations about allocating resources to those programs in need
- Reviews budget processes and procedures to ensure compliance with policies and procedures and fiscal restraint guidelines
- Approves Trial Balance submissions, CAT submissions, ARR reports quarterly and annually
- Supports contract and agreement negotiations

Audit

- Responsible for the annual audit preparation, verifying all audit files and performing a pre-audit check of six months of operation
- Is the key contact, responding to all questions at audit times and providing support files
- Reviews and make recommendations regarding audit results and financial statements to the Finance and Audit Committees

Leadership

- Supervises the Manager of Finance, and controls workflow by delegating work to all staff in team, including the IT Coordinator
- Develops strategies and plans for ESS information technology management technique/systems to aid in the development of the agency's overall operational plans and objectives, while assessing IT needs for all staff and overseeing an up-to-date inventory of equipment with serial numbers
- Supervises back-office support to agencies, and supports and intervenes with their Director with any challenges
- Supports staff needs and provides counselling and coaching
- Conducts staff performance evaluations, provides ongoing training to staff, schedules work and projects, and grants time off
- Grants salaries increases and promotions (liaison with CEO and Director of HR & Culture, based on funding increases)
- Supervises the Privacy & Partnerships Officer and the work with the Transportation Program
- Takes on all other duties as assigned

Qualifications:

- Previous working experience as Director of Finance or Operations for 5 years
- Designation in accounting, finance or similar relevant fields, CPA preferred
- Working experience in a not-for-profit community support services sector, an asset
- Thorough knowledge of organizational financial operations
- Hands on experience with Microsoft Office and financial management software (e.g. QuickBooks)
- Financial acumen, Critical thinker, problem solving skills
- Oversight of Information Technology function and software an asset

- Exceptional interpersonal, verbal, and written and interpersonal communication skills, with attention to detail, diplomacy and good judgment
- Strong time management, problem solving and organizational skills to role model a commitment to ESS Support Services' mission, vision and values
- Team leader; sense of ownership and pride in your team's performance and its impact to the organization
- Must be willing to travel. Valid Ontario Driver's License and use of a reliable vehicle is required
- Valid satisfactory Vulnerable Sector Screening Check and background check
- Able to provide proof of 2 dose COVID-19 vaccination, upon hire

Benefits:

- Strong Work-Life Balance
- Hybrid Work Arrangement
- Paid Vacation and Sick Days
- Mileage Re-imbusement for work related travels
- Opportunity for Professional Development
- Extended Health and Dental Benefits
- Disability and Life Insurance Benefits
- Group RRSP
- Employee Assistance Program

Please respond with resume & cover letter by January 17, 2025 to:

ESS Support Services, Hiring Committee
 48a Rosemount Ave. York, ON. M9N 3B3
hiring@esssupportservices.ca

Additional Information

To protect the health and safety of our employees, clients and their families and in the interest to follow strong public health measures, it is a requirement of employment at ESS Support Services to be fully vaccinated against COVID-19. ESS Support Services will consider cases needing accommodation as stipulated by the Ontario Human Rights Code.

ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2S+ and are committed to having a team that is made up of diverse skills, experiences and abilities.

We thank all applicants but, advise that only candidates selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.