



**Position Title:** Manager, Financial Services

**Department:** Administration / Finance

**Reports to:** President & CEO, PVI

**Job Type:** Full-time Permanent

**Location:** PVI / Providence Motherhouse, 1200 Princess Street, Kingston, Ontario

**Work schedule:** 37.5 hours / week

**Competition File #** 2024.01.02

### **Position Summary**

Reporting to the President & CEO of PVI, the Manager, Financial Services will provide oversight and support the day-to-day general accounting and financial analysis functions for Providence Village Inc. (PVI), including supervision of Finance staff. The Manager is responsible for ensuring that appropriate mechanisms and internal controls are in place to enable timely input and processing of transactions in both maintaining the pertinent sub-ledgers and general ledger. The processes must be in compliance with Canadian Institute of Chartered Accountants (CICA) Generally Accepted Accounting Principles. The Manager will identify key departmental goals and objectives that support the overall financial plan for the organization in consultation with the Senior Team and Financial Consultants from time to time. The Manager provides timely and accurate reporting as required on the financial health of PVI.

PVI is an equal opportunity employer, committed to creating a diverse and inclusive workplace. We value and celebrate the unique qualities, perspectives and experiences each team member brings, and are dedicated to creating an environment where everyone feels valued, respected and empowered to contribute their unique skills and ideas. We welcome and encourage applications from candidates of all backgrounds, identities and experiences, and prioritize equity in our hiring processes, aiming to eliminate bias and systemic barriers to ensure fair opportunities for all qualified candidates. We believe that an equitable work environment leads to innovation, collaboration and success. Join us in building a more inclusive future together.

### **About PVI**

Providence Village Inc. (PVI) is an independent not-for-profit charitable organization sponsored by the Catholic Health Sponsors of Ontario (CHSO). Its inception stems from the visionary initiative of the Sisters of Providence of St. Vincent de Paul, who entrusted PVI with the stewardship of their expansive 30-acre Providence Motherhouse property in Kingston, Ontario, to deliver on their ambitious mission. PVI's responsibility is to nurture this legacy, ensuring that dedicated resources and commitment to caring for vulnerable populations in our community endures into the future.

### **What We Offer:**

- Mission-driven work that makes a positive impact in the community
- Collaborative team environment that strives to make everyone feel valued, respected and empowered
- Professional development opportunities for skill development and career growth



- Competitive compensation and benefit packages
- A beautiful workplace on a picturesque 30-acre property in Kingston, rich in history and surrounded by nature
- Free Parking

### **Responsibilities:**

#### **Accounting Leadership**

- Accountable for the preparation, review, analysis and reconciliation of monthly balance sheet and various revenue and expense accounts, including:
  - Bank reconciliations and bank transfers (operating and savings)
  - HST submissions
  - Investments
  - Long-term debt analysis
  - Costing allocations and revenue recognition
  - Project tracking and reporting
- Assists PVI Senior Team, Operations Committee and Board of Directors in understanding and answering queries about monthly financial information that is distributed, including follow-up on outstanding issues as necessary
- Prepares monthly entries to the General Ledger in accordance with Generally Accepted Accounting Principles (GAAP) in a timely and accurate fashion
- Ensures year-end audit work is complete and that all information, schedules and the Audited Financial Statements are completed in a timely manner
- Works in collaboration with Finance staff and Auditors to develop/implement/document accounting procedures to enhance financial reporting
- Provides input into corporate policies and procedures as appropriate
- Provides support for resolution of accounting issues and process improvements within the department
- Participates in strategic planning for the Finance department
- Participates in the selection/implementation of the hospital financial information system (as needed)
- Leads the development of new systems and processes
- Reviews collection of outstanding accounts receivable to ensure appropriate procedures are being followed and recommends accounts for write-off
- Develops and implements key departmental policies and procedures to ensure the internal control framework is current and in place within the general accounting functions to mitigate areas of financial risk to the organization

#### **Financial Planning and Analysis Leadership**

- Educates and advises the Senior Team and operations committee of the organization on the completion of the annual budget operations budget, including:
  - Ensuring pertinent budget tables are updated to reflect planning parameters as approved by the Senior Team



- Consolidating departmental budgets into summarized forms for review by the PVI Financial Consultant before presentation to Operations Committee and Senior Team on a monthly basis
- Monitors investment portfolio to ensure that it is compliant with the Investment Policy on a monthly basis

### **Staff Leadership**

- Manages the day-to-day performance of staff, providing leadership by guiding the professional development of reporting staff, including hiring and performance management by developing and implementing individualized orientation and learning plans
- Ensures effective learning conversations with staff members are regularly provided and within the perimeters of the organization's mission, vision, values and all applicable policies
- Assists in the recruitment of new staff for the Accounting and Financial Analysis team, working with support from Human Resources and the PVI Financial Consultant to coordinate recruitment, interviewing, hiring and orientation, as needed

### **Health & Safety**

- Responsible for ensuring a safe work environment for staff, clients/patients and visitors by:
  - Following and ensuring all staff members follow health and safety policies, procedures and legislation
  - Performing and documenting workplace inspections and incident investigations and correcting substandard acts or conditions
  - Providing staff with written instructions as to the measures and procedures to be taken for their protection, conducting and ensuring staff training as required

### **Other duties**

- Performs other related duties as assigned

### **Required Skills and Qualifications:**

- University Degree in Commerce or Business Administration with major in Accounting
- Professional accounting designation CPA (CA, CGA, CMA) required
- Minimum of 10 years of recent related experience in a computerized accounting environment with five years of supervisory experience
- Experience supporting a CEO and Board of Directors
- Experience in a not-for-profit (NPO) organization; healthcare environment is preferred
- In-depth knowledge of CICA standards and Not for Profit Registered Charities reporting requirements
- Proficiency in the use of Microsoft Office Suite of products (Word, Outlook, PowerPoint); advanced proficiency in the use of Excel
- Detailed knowledge of CICA Standards is required



- Effective business acumen and experience with and understanding of strategic and business planning methods, tools and processes in the provision of financial services to an organization
- Understanding of current and emerging accounting systems in use in the not-for-profit sector
- Project management experience, including effectiveness with concurrently organizing, planning and coordinating operational initiatives with multiple project activities
- Demonstrated effectiveness in budget management and accountability
- Excellent interpersonal, written and verbal communication skills, including ability to demonstrate tact and diplomacy with diverse groups of stakeholders
- Effective verbal and written presentation skills, including the ability to present and discuss complex information in a way that establishes rapport, persuades others and gains understanding
- Demonstrated effectiveness as a team member through collaboration, respect and effective communication
- Ability to establish courses of action for self and others to achieve optimal outcomes/results
- Commitment to continued learning and effectiveness in promoting the value of learning and acquiring new information and skills to staff
- Demonstrated effectiveness with managing and mentoring staff to achieve desired performance outcomes
- Demonstrated effectiveness in identifying and analyzing situations and problems; finding viable solutions with consideration to total systems and strategies
- Effective management of resources consistent with organizational, department and team goals
- Ability to prioritize work effectively, manage a full work load and meet deadlines in a busy environment with frequent interruptions
- Trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position
- Understanding and commitment to health and safety policies, procedures and applicable legislation
- Client-centred focus and commitment to the Mission, Vision, Values and strategic directions of the department and of PVI
- Professional work ethic and behaviours in interaction with internal and external contacts
- Ability to work with minimal supervision; proven reliability and trustworthiness
- Willingness to learn and acquire new information and skills

**Application Instructions:**

Interested candidates should submit a cover letter and resume (PDF format) to [HR@providence.ca](mailto:HR@providence.ca) indicating competition file # **2024.01.02**. Application deadline: Position will be posted until filled successfully.



Employees are required to be fully vaccinated against COVID-19 as a condition of being eligible for the recruitment process. Proof of COVID-19 vaccination will be required.

*We thank all interested applicants, however only those selected for an interview will be contacted.*