



ST. PATRICK'S HOME OF OTTAWA - JOB POSTING Manager Financial Services

The Manager of Financial Services provides the organizational leadership for overseeing the financial operations and the delivery of financial services for SPH. This incumbent will be highly analytical and detail-oriented with strong financial acumen and a proven track record in financial management. The Manager of Financial Services will:

- Provide strategic financial guidance and support to the Leadership Team,
- Contribute to the overall financial health of the Home
- Ensure compliance with all Ministry and regulatory requirements and
- Lead efforts to enhance financial systems, processes and applications to drive efficiency, complement and accuracy.

The successful candidate will be responsible to:

- Provide strategic financial oversight and develop annual goals and objectives that support the Mission, Vision, Values and the strategic direction of the Home.
- Oversee the organization's financial operations, including budgeting, forecasting, financial reporting, and analysis.
- In consultation with the Managers, the President and the CEO prepare the annual operating and capital budgets.
- Manage and prepare accurate and timely financial statements, reports, and budgets as required for internal and external stakeholders.
- Prepare and ensure all financial statements and reports are appropriate for the users and in accordance with Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Monitor and analyze financial performance, identify areas for improvement, and develop strategies to optimize financial results.
- Provide financial leadership and guidance to the Leadership Team.
- Implement and maintain effective financial controls, policies, and procedures in compliance with applicable legislation and ensure the accuracy and integrity of financial data.
- Plan, organize, direct and evaluate the operations of the Finance department; including providing leadership, mentorship, and guidance to the finance team, fostering a culture of continuous learning and professional development.
- Serving as a member of the Leadership Team and other committees as required.
- Developing and maintaining a Quality Improvement program to ensure a high standard of care.
- Identify opportunities for automation through the implementation of new technologies.
- Collaborate with cross-functional teams to streamline workflows and optimize data integration across platforms
- Stay abreast of emerging technologies and industry best practice to proactively recommend and implement innovative solutions that improve financial reporting, analysis and decision-making capabilities.
- Complete all required financial reporting
- Oversee all payroll and bookkeeping function of the Home.
- Participate in the Orientation for new residents and staff.
- All other duties as assigned.

EDUCATION OR EQUIVALENT KNOWLEDGE

- Certified Public Accountant (CPA) designation
- Five years of progressive financial management experience, including at least 3 years in a leadership role.
- Experience in health care administration is a definite asset.
- Knowledge of provincial legislation including but not limited to the Employment Standards Act Ontario, Occupational Health and Safety, Fixing Long-Term Care Act, 2021 and the Human Rights Code.
- Experience in a not-for-profit organization, Long Term Care preferred
- Experience in strategic financial planning, budgeting, financial analysis, and reporting.
- In-depth knowledge of financial regulations, compliance standards, and accounting principles.
- Proven experience in managing a team and building strong relationships with stakeholders.
- Advanced proficiency in financial software and systems, including Microsoft Excel, and financial reporting tools.

QUALIFICATIONS

- Strong financial management skills, with a deep understanding of finance principles, accounting practices, and financial analysis techniques.
- Excellent problem-solving and decision-making abilities, with the capacity to think strategically and analytically.
- Advanced proficiency in financial software and systems, and financial reporting tools.
- Exceptional leadership and management skills, with the ability to motivate and inspire a team towards achieving organizational goals.
- Excellent communication and interpersonal skills, with the ability to effectively interact with stakeholders at all levels of the organization.

- Strong attention to detail and accuracy, with the ability to prioritize and manage multiple tasks and deadlines effectively.
- Proven ability to analyze complex financial data, identify trends, and provide insights and recommendations.
- Knowledge of long-term care facility administration, including: accreditation standards, Fixing Long Term Care Act, 2021.
- Judgment and initiative in problem resolution of complex and sensitive issues.

Interested applicants can apply via email to: HR@stpats.ca no later than June 30, 2024.