



HOSPICE MUSKOKA – JOB DESCRIPTION

Finance & Administration Manager

JOB SUMMARY

Reporting to the Executive Director or designate, the Finance & Administration Manager is responsible for all aspects of finance, payroll, and administration, including related reporting, remittances, reconciliations, analysis, and liaising with external stakeholders and staff. This position offers flexibility with hybrid work opportunities, allowing for a combination of in-office and remote work.

PAY:

- \$66,500 - \$78,400 per year

SCHEDULE:

- 8:30am-4:30pm - 7.5 hours per day/37.5 hours per week

LOCATION:

- In-person - 16 West St. Port Carling, ON and ability to have hybrid schedule

BENEFITS (100% employer-paid premiums!):

- Dental care
- Employee assistance program
- Extended health care
- Flexible schedule
- Life insurance
- On-site parking
- Paid sick and vacation time off
- Vision care
- Wellness program

*FT permanent staff receive full benefits, PT permanent staff receive HSA + EAP, casual permanent and contract staff receive EAP



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage a small team of direct reports within the administrative team. Work with Executive Director to ensure internal controls and audit compliance are in place, including but not limited to, pre-approvals and documentation.
- Responsible for all aspects of accounts payable and receivable including: managing monthly creation and submission of invoices, collection of data, uploading documents into the software, managing pre-approved purchase orders, and ensuring payments are correct for monthly and year-end reporting. Support Executive Director in the year-end financial audit.
- Responsible for overseeing entire donation management process. This includes front- and back-end donation management, processing, compliance with CRA tax receipts, and reporting. Will work collaboratively with the Fundraising Coordinator and Team in overseeing the platforms.
- Process, monitor, and oversee monthly grant financial reporting including the receipt and pre-approved distribution of funds to ensure compliance with the budget.
- Process bi-weekly payroll for Hospice Muskoka staff, including time sheet and other source data entry. Transfer and verify the data and approvals within the electronic payroll system. Calculate, process, remit and report various payroll-related withholdings, including but not limited to: CPP, EI, income tax, WSIB, HOOPP, EHT, and benefits.
- Conduct quarterly and year-end payroll and benefits financial reporting including all returns and remittance requirements; this will include those required for Canada Revenue Agency and T4's, WSIB, EHT, and provincial reporting.
- Verify and/or process hiring, termination and other employee record updates, including preparing and issuing records of employment. Process payroll for Hospice Muskoka's eventual group pension plan including enrolments, terminations, retirements, and disability leaves. This includes managing disability waivers, as well as reporting and reconciliation of contributions, monitoring of leave periods and employee repayment plans. All of this is in collaboration with the HR Manager.
- Will periodically attend fundraising events outside of regular business hours to support the Fundraising Coordinator and Team.
- Any other duties and responsibilities as required; for example, support implementation of eventual pension plan.

QUALIFICATIONS:



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We are looking for a team player who is enthusiastic, customer service focused, and who has the following:

EDUCATION:

- Post-secondary degree or diploma from an accredited university or college in Accounting, Finance, Business Administration, or related field, or equivalent is required.
- Certification as a Payroll Compliance Practitioner or Certified Payroll Manager, or demonstrated progress in attaining certification, is preferred.
- Accounting designation is an asset.

EXPERIENCE:

- Minimum three (3) years of progressive, related experience in finance, payroll, and benefits administration, required.
- Experience with budgeting, performing account reconciliations, and journal entries, required.
- Experience assisting with developing and implementing procedures, policies, or standards, is required.
- Experience managing direct reports, an asset.
- Experience with accounting, payroll, and payable programs like QuickBooks, Payworks, Plooto, and Dext are assets.
- Experience with fundraising platforms and Donor Management Systems (DMS), such as Raisin and Donor Perfect, are assets.
- Pension plan experience is an asset.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Good working knowledge of general accounting principles, the Employment Standards Act, Occupational Health and Safety Act, WHMIS 2015, and the ability to interpret and apply policies.
- Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact, and diplomacy in dealing with the public, and other members of staff. Ability to adhere to confidentiality requirements at all times.
- Possess a high degree of integrity due to exposure to and coordination of confidential and/or sensitive information.



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- Excellent written and verbal communication, administrative, organizational, customer service, analytical, critical thinking, problem-solving, research and report writing, and time and project management skills.
- Ability to manage deadlines with strong attention to detail.
- Excellent knowledge of Microsoft Office software applications including Excel, Word, Outlook, and SharePoint.
- Standard First Aid and CPR-C or willingness to become certified, an asset.

GENERAL:

- A clean Criminal Records check with Vulnerable Sector Search.
- Is fully vaccinated against/immune to Tuberculosis (two-step Tuberculin testing only), Measles, Mumps, Rubella, Varicella (chickenpox), Hepatitis B, Tetanus/Diphtheria/Pertussis (whooping cough), Influenza, and COVID-19.

Disclaimer: In keeping with mental health reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.

- To request this posting in an alternate format or to request accommodation in the application process, email HR@hospicemuskota.com

Hospice Muskoka supports and promotes diversity in the workplace. We welcome all applicants including women, aboriginal people, people with disabilities, and members of the 2SLGBTQ+, visible minority, and immigrant communities to apply.

While we thank all candidates for their interest, only those selected for an interview will be contacted.