

Job posting: Finance Manager (3 to 5 days/week)

The Ontario Employment Education and Research Centre (OEERC) is a dynamic, multi-dimensional community organization committed to delivering education about workers' rights, providing supports for workers in low-wage and precarious jobs, and implementing strategies for improving wages and working conditions. Our work is guided by the principle of strengthening the organizing capacity of workers so they can become leaders and advocates for their own communities.

Our core partnership is with the Workers' Action Centre (WAC), a worker-based organization committed to improving the lives and working conditions of people in low-wage and unstable employment. Working with all our community partners, including the Migrant Workers Alliance for Change and Decent Work and Health Network, the OEERC supports a wide range of programs and initiatives that advance workers' rights.

At our community hub in downtown Toronto, we provide a shared space where organizations and projects that are advancing decent work – large and small – can find a stable home, bring together members of their community, benefit from the sharing of ideas and strategies, and access resources to make all our work possible. Our hub also provides affordable meeting space in downtown Toronto for other social justice organizations and community groups.

Our workplace is fast-paced, ever-changing, diverse, and lots of fun. We are looking for a responsible, organized and skilled Finance Manager to join us. We need someone who can work with our payroll, bookkeeping and accounting partner to manage and implement sound financial management systems at the OEERC and WAC, support the partnership between the two organizations, as well as support the financial management of our projects and partners.

Core job responsibilities (3 days/week):

- Manage financial systems and procedures in a complex organizational environment, that includes multiple partnerships and projects
- Prepare and manage budgets
 - Monitor global financial requirements of the organizations, including multi-year financial planning, funding projections, and cash flow needs
 - Develop and monitor organizational budgets, project budgets, and grant budgets
 - Prepare financial reports to funders, and year-end reports for stakeholders
 - Maintain a detailed understanding of current funding agreements and allocate expenses per those agreements
- Work closely with our bookkeeping and accounting partner to manage expenses and income
 - Implement and monitor contracts and internal service agreements between our community partners and projects
 - Track expenses and billing to ensure proper cost-sharing between projects and community partners
 - Provide backup documentation for all transactions
 - Manage accounting email accounts, collect mail, scan receipts, and code revenue and expenses
 - Support staff to submit expenses (including reimbursements, cell phone bills, and petty cash receipts)

- Manage accounts payable (including payments by credit card, Plooto, e-transfer, cash, cheques, and PAD) and accounts receivable (including Paypal, CanadaHelps, Square, cash, cheques, and other payment channels)
- Oversee systems to enable and facilitate receiving external donations and contributions
- Manage petty cash, including reconciliation, expense tracking and receipts
- Work closely with the Executive Directors and payroll partner to support HR and payroll
 - Payroll is run by a partner, but you will be responsible for benefits-management (health and RRSP), updating salary information, managing employee time sheets and vacation time, and ensuring a full flow of communication with payroll partner
 - Work with Executive Directors to prepare employment contracts and implement personnel policies as appropriate
- Oversee annual audit for both organizations, and preparation of financial reports to board and members, with bookkeeping and accounting partner
- Liaise with bank and credit card companies, including monthly trips to the bank (Alterna Savings) for withdrawals and deposits as required, identifying and setting up savings or term deposits as appropriate, adding or removing credit card holders, etc.
- Work with the Executive Directors and bookkeeping partner to ensure compliance with legal obligations under non-profit and charitable legislation

Optional responsibilities, based on availability (up to 2 days/week):

- Work with the Executive Directors to prepare grant applications and reports to funders
- Work with the Executive Directors to support governance, including preparing for board meetings and AGMs, and developing and reviewing internal policies
- Participate in team meetings, support planning for events, such as AGMs, Board Meetings, member events, and the annual Workers' Bowl fundraiser

Qualifications & experience:

- Demonstrated experience in financial management, especially in a multi-program, non-profit environment
- Demonstrated experience developing and implementing organizational systems, processes and procedures
- Experience with payroll and bookkeeping, especially in a Quickbooks environment
- Demonstrated ability to work in Google Workspace, learn new apps and systems as needed, manage online portals, and work with vendors
- Excellent communication skills, both with staff and the diverse communities that we work with
- Demonstrated ability to work independently, as well as collectively
- Excellent organizational, problem solving and coordination skills
- Highly efficient in meeting strict deadlines with high attention to detail and accuracy
- Demonstrated ability to ensure highly confidential information is kept safely and securely
- Familiarity with legal and regulatory obligations for non-profit and charitable organizations an asset
- Experience working with immigrant, racialized and low-income communities an asset
- Commitment to social justice

Start date: July 15 or as determined with successful candidate

Salary range: \$71,109 to \$75,604 based on prior experience (full-time salary, will be prorated based on days worked per week)

Benefits: Employer-paid benefits package and RRSP contribution

Hours: This position is a minimum of 3 days per week to fulfil core financial management responsibilities, with the option to take on expanded responsibilities and work 4 or 5 days per week. To be confirmed with the successful candidate through the interview process.

This job requires some in-person work at our office in downtown Toronto, with flexibility to work remotely on other days.

The OEERC encourages applications from Black people, Indigenous people, people of colour, women, people who identify with disability, LGBTQ+ people and people from other equity-seeking groups that face systemic discrimination. The OEERC is committed to an inclusive and diverse workplace, and a working environment free from all forms of discrimination, harassment and violence.

Submit cover letter and resume by email to info@oeerc.org by July 7, 2024. Only candidates selected for an interview will be contacted.