**Finance Manager - FULL-TIME – CONTRACT – 18 months (with possibility of full-time)**

**Job Posting**

## About Us

Malvern Family Resource Centre (**MFRC**) is an essential and trusted community hub that provides a safe, welcoming and inclusive environment where people can come together to build meaningful connections, learn, grow, and thrive. Our holistic approach creates opportunities for relationship and community building across generations and cultures, supporting children, youth, families, women, seniors and newcomers. Our doors are open to all community members, and we strive to be a trusted space where everyone feels welcomed, valued, empowered, and connected.

MFRC has been a longstanding community partner for more than five decades, evolving our approach alongside the people and families we serve. We provide highly accessible, responsive programs designed to meet the diverse and changing needs of community members who need our support the most.

## The Opportunity:

This Finance Manager is responsible for the day-to-day financial management and accounting operations of the organization, ensuring financial integrity, compliance, accuracy and operational excellence.

Reporting to the Director of Operations, the Finance Manager oversees budgeting, forecasting, accounting, payroll oversight, financial reporting, funding compliance, audits, and internal controls while supporting strategic decision-making across the organization.

The Finance Manager, leads the finance team, strengthens financial processes and internal controls, and works collaboratively with organizational leadership to support effective stewardship of public resources in a complex, multi-program environment.

## Key Responsibilities

### Financial Management and Reporting

- Oversee day-to-day accounting functions, including accounts payable, accounts receivable, general ledger, banking, and account reconciliations.
- Ensure financial transactions are properly authorized, coded, recorded, and supported.
- Lead monthly, quarterly, and year-end closing processes.

- Prepare timely and accurate financial statements, management reports, reconciliations, and supporting schedules.
- Monitor cash flow and banking activities and prepare cash-flow projections.
- Maintain accurate and organized financial records in accordance with audit, legal, and funding requirements.
- Prepare applicable HST rebate claims and other regulatory filings.

## Budgeting and Forecasting

- Lead the annual budgeting process in collaboration with senior leadership and program managers.
- Prepare financial forecasts, projections, and variance analyses.
- Monitor departmental and program budgets and identify financial risks, pressures, and opportunities.
- Provide financial analysis and recommendations to support organizational decision-making.
- Assist managers in understanding their budgets, expenditures, and financial responsibilities.
- Support the preparation of program budgets, grant applications, and funding proposals.

## Funding and Grant Compliance

- Oversee the financial administration of government funding, grants, donations, and other revenue sources.
- Ensure revenues and expenses are accurately allocated across programs, departments, and funding sources.
- Review funding agreements and establish appropriate tracking and reporting requirements.
- Prepare and review financial reports, claims, reconciliations, and supporting documentation for funders.
- Monitor funding deadlines and ensure reports are complete, accurate, and submitted on time.
- Work with program managers to address budget variances and maintain compliance with funding agreements.

## Payroll Oversight

- Oversee payroll processing for more than 80 employees, ensuring accuracy and timeliness.
- Review payroll reports, employee changes, deductions, remittances, and reconciliations.
- Ensure compliance with applicable payroll, tax, employment, and organizational requirements.
- Collaborate with Human Resources regarding payroll changes, benefits, vacation accruals, and employee records.

- Support the preparation and review of T4s, Records of Employment, and other payroll-related filings.

## Audit, Compliance and Internal Controls

- Coordinate the annual external audit and serve as the primary contact for auditors.
- Prepare audit schedules, working papers, reconciliations, and supporting documents.
- Support the preparation of year-end financial statements.
- Ensure compliance with Canadian accounting standards for not-for-profit organizations, CRA requirements, funding agreements, and organizational policies.
- Develop, document, implement, and regularly review financial policies, procedures, and internal controls.
- Identify financial risks and recommend appropriate corrective actions.
- Prepare financial information for senior leadership, the Finance Committee, and the Board of Directors.

## Leadership and Collaboration

- Supervise, coach, and support finance staff.
- Review and approve the work of finance team members.
- Establish clear priorities, responsibilities, and performance expectations.
- Provide financial guidance and training for managers and employees.
- Collaborate with senior leadership, program teams, Human Resources, funders, auditors, financial institutions, and vendors.
- Support improvements to accounting systems, financial processes, and reporting tools.
- Participate in organizational planning and special projects.
- Perform other related duties as assigned.

## Qualifications

- Degree in accounting, finance, business administration, or related field.
- Chartered Professional Accountant designation is strongly preferred.
- Minimum five years of accounting and financial management experience.
- At least two years of experience in a nonprofit, charitable, community service, healthcare, or publicly funded organization is preferred.
- Experience with budgeting, forecasting, financial reporting, audits, fund accounting, and funding agreements.
- Experience overseeing payroll in a medium-sized organization.
- Previous experience supervising or leading finance staff.
- Knowledge of Canadian accounting standards for not-for-profit organizations and applicable CRA requirements.
- Advanced proficiency in Microsoft Excel and QuickBooks online.
- Experience using accounting, payroll, and financial-reporting systems.
- Experience working with multiple programs, cost centers, and restricted funding.

## Knowledge and Skills

- Strong financial analysis, judgment, and problem-solving skills.
- Excellent attention to detail and commitment to accuracy.

- Ability to explain financial information clearly to individuals without an accounting background.
- Strong organizational and time-management skills.
- Ability to manage multiple priorities and deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently and collaboratively.
- Demonstrated discretion when handling confidential information.
- Commitment to accountability, transparency, equity, inclusion, and the organization's mission.

## Compensation

The salary range for this position is **$65,000 - $85,000 annually**, based on qualifications and experience. The organization also offers a comprehensive benefits package, paid vacation, professional development opportunities, and pension or RRSP benefits.

## How to Apply

Please submit your résumé and cover letter to **fjomaa@mfrc.org** by **October 30, 2026**.

MFRC is an equal opportunities employer. We embrace diversity and are committed to becoming an anti-racist organization. Our goal is to attract and retain highly talented employees from diverse backgrounds, allowing the Malvern community to benefit from a wide variety of experiences and perspectives that will shape our programs and services.

At MFRC, we understand that traditional hiring processes create barriers for individuals from underrepresented communities. We encourage talented individuals from diverse backgrounds to apply for positions within our organization, even if they do not meet all the listed requirements. We believe that qualifications extend beyond technical skills and academic achievements. We value the potential, passion, and diverse perspectives that individuals from different backgrounds can bring to our team.

If you are contacted by MFRC regarding this job opportunity and need accommodation through the hiring process, we would be happy to accommodate you.

Connect. Belong. Thrive.