



The Palin Foundation, est. 1976
63 Gould Street
Toronto, ON M5B 1E9

We are currently seeking the ideal candidate to fill the position of:

FINANCE MANAGER

ABOUT US:

In 1976, The Palin Foundation was incorporated with a mission to create a space for students on the former Ryerson Polytechnic campus that was fully student governed. Fast forward to 2007 and that was realized in the building of the new Student Campus Centre adjoining the historic Oakham House at the corner of Gould and Church Streets in downtown Toronto. Following the change in institutional name, we've updated the name of our building and many of the services we offer here.

The Palin Foundation administers the newly renamed Toronto Metropolitan Student Centre (TMU-SC) along with Oakham House. TMU-SC is home to student unions, affiliated campus groups, The Eyeopener newspaper, Met Radio and the Good Food Centre. Inside Oakham House you'll find the Office of the Ombudsperson, Oakham Café, The Met Campus Pub and a host of rentable venue spaces.

We operate with a mandate to provide:

Affordable and healthy **food**, stable student **employment**, a platform for **advocacy**, flexible **space** that fits your needs, and connection to a broader **community**.

POSITION OVERVIEW:

The Finance team is responsible for stewarding the foundation's financial past, present and future. As the leader of this Department, the Finance Manager will bring skills and competencies that support the three key areas:

1. Reporting on financial results
2. Managing staff, internal controls, policies, and procedures
3. Forecasting and budgeting

The Finance Manager provides advice and leadership regarding the Palin Foundation's day-to-day financial operations, and decision support to the Executive Director and Senior Team.

As a member of the Senior Team, the Finance Manager will take an active role in shaping the strategic direction and organizational culture of the Palin Foundation as a whole.

Core to this role is:

- Managing financial resources
- Ensuring financial integrity and compliance with regulations
- Providing strategic financial guidance to support the Foundation's mission
- Implementing the Foundation's financial policies and procedures
- Communicating with and advising the Foundation's Senior Leadership on financial policies, practices, and principles
- Providing formal and informal training to internal stakeholders
- Managing budgets and reports using sound accounting principles
- Liaising with the university on capital projects, contracted services and operating agreement responsibilities

DUTIES & RESPONSIBILITIES:

Financial Leadership and Communication

- Oversees the efficient operation of the financial and administrative services in the department, ensuring resources are available and fairly distributed to support the Foundation's objectives and meet financial standards.
- Ensures the appropriate classification of expenses to cost centres in consultation with managers.
- Promotes and communicates best practices on all financial matters, financial management principles and practices to senior management, staff and other stakeholders.
- In consultation with the Executive Director, prepares reports and materials for Board and Committee packages, including narratives around performance.
- Hires, manages, trains, and develops staff. Assigns, and prioritizes tasks, establishes goals, sets expectations, and evaluates performance.
- Provides leadership in organizational development and succession planning. Ensures clarity of roles, responsibilities, and segregation of duties in an effective, efficient and transparent manner.
- Assesses and determines staff training needs and technology requirements and provides staff with development opportunities.
- Provides leadership and administrative direction with respect to project funds to the finance staff, to ensure alignment to the overall financial strategy and compliance with accounting principles, internal controls, and audit requirements.
- Develops and implements effective financial administrative processes and procedures.

- Gathers feedback and liaises with staff and community to determine areas of further development.
- Interprets policies and procedures, collective agreements, legislation, and external guidelines on issues related to administrative and financial operations.

Financial Planning and Analysis

- Provides expertise to the Executive Director, finance staff and management to facilitate the review of available resources and anticipated expenditures.
- Develops and implements financial strategies aligned with the Foundation's goals highlighting any concerns or increased financial risk.
- Prepares annual and monthly budgets, forecasts, and financial reports while analyzing financial data to identify trends, risks, and opportunities.

Cash Flow and Risk Management

- Monitors cash flow, liquidity, investment activities and optimizes cash management strategies.
- Maintains relationships with financial institutions.
- Identifies financial risks and implements mitigation strategies.
- Monitors market trends and assess their impact on the Foundation.

JOB QUALIFICATIONS

- Completion of a post-secondary degree in a finance, accounting, or business-related program.
- A minimum of 5 years of accounting-related experience.
- **Bonus Points:** Experience supervising staff in a unionized environment and providing financial advice to the management bargaining committee.
- No specific certifications, designations, or licenses are required.

Required skills & demonstrated knowledge

- Expert level knowledge of Generally Accepted Accounting Principles (GAAP) for non-profit organizations.
- Expert level knowledge of budgeting principles and techniques.
- Strong demonstrated skills in accounting, budgeting, financial analysis, and reporting.
- Experience working with external auditors and a familiarity with Canadian Auditing Standards.
- Excellent interpersonal and analytical skills
- Excellent communications skills, including the ability to explain complex accounting issues using simple non-technical language to diverse audiences.
- Sound judgment, decision-making and problem-solving skills.

- Strong computer proficiency and knowledge of various systems and software applications, including Microsoft-365, SAGE financial applications, Human Resources Information Systems (HRIS) and CIBC CMO (or like).

Physical Effort & Working Conditions

- This position requires routine physical activity. The incumbent is frequently using a computer/technology while composing and preparing reports, documents and letters for extended periods of time. Physical movement may also be required for extended periods of time while participating in special events.
- The majority of the incumbent's time is spent in an office environment. The incumbent is required to meet multiple and conflicting deadlines on a regular ongoing basis.

COMPENSATION & CULTURE:

Position Title: Finance Manager

Department: Finance, The Palin Foundation

Base Salary: \$75,000 annually

Benefits: Extended health and dental benefits, and access to defined benefit pension plan (CAAT); after successful completion of probation period; 2 weeks paid vacation + paid winter shutdown per year; corporate cell phone or monthly reimbursement; 15 paid personal emergency leave/sick days per year.

Contract Type: Full-time, Permanent

Tentative start date: First week of September, 2024

Supervisory: This position reports directly to the Executive Director, The Palin Foundation and directly supervises internal finance staff and outsourced service providers

Location: Onsite, with flexibility for remote work

Don't meet every single requirement? We strongly encourage you to still apply! At The Palin Foundation, we are committed to creating a diverse and inclusive environment. We encourage your application even if you don't believe you meet every single qualification outlined – part of our organizational ethos is the development and building of capacity within our team.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The Palin Foundation is committed to employment equity and the creation of a staff group that reflects the community that we serve. As such, we do not discriminate in hiring or terms and conditions of employment because of an individual's race, ancestry, colour, place of origin, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, family status or marital status, or any other protected category recognized by provincial or federal laws. We strongly believe that alleviating the under-representation of equity-seeking individuals will create a stronger team and allow us to better serve the needs of our diverse community.

Should you require any accommodation, please inform us and we will work with you to meet your accessibility needs. For any accessibility-related assistance, requests for information in accessible alternative formats or to report any accessibility problems, please share in your application.

SUBMITTING YOUR APPLICATION:

Please submit your application by email to jobs@tmusc.ca with the subject line "Finance Manager Recruitment". In your application, please include a resume and cover letter that demonstrates your fit for the position. Applications are accepted and reviewed on an ongoing basis until the position is filled. The Palin Foundation thanks all those who apply; however, only candidates considered for an interview will be contacted.

Learn more about the Palin Foundation by visiting <https://www.tmustudentcentre.ca/about/about-tmuc-student-centre>