



Position Summary

Position Title: Finance & Corporate Reporting Lead

Reports to: Executive Director

Revision Date: September 2026

Summary:

Finance & Corporate Reporting Lead supports the Executive Director, Management Team, Administrative Team and Board of Directors while demonstrating tact, confidentiality and discretion. The position is responsible for a broad range of accounting, payroll, pension, budgeting and reporting tasks including assisting the Executive Director with annual budget submissions, reporting to funders, working with the auditors, and preparing the financial aspects of grant development.

Key Objectives:

1. Administer and coordinate all financial systems and processes of the CHC's including general ledgers, internal accounts, accounts payable and accounts receivable, statutory remittances, insurance, budget monitoring, expense claims processing and other financial systems and processes as required.
 2. Monitor and record all cash disbursements, expenditures, and receipts, ensuring timely, effective, and accurate record keeping.
 3. Collate and prepare reporting for various organizational funders including but not limited to the Ontario Health, M-SAA, OHRS, ARR, HST, Charitable return, Niagara Region, various grants and special project funding.
 4. Ensure appropriate policies procedures, and processes with respect to financial transactions (including but not limited to cheque requisitions and related authorization, budgetary expenditures, pay and benefits) are followed.
 5. Maintain and oversee banking transactions.
 6. Assist, support, counsel and advise the Executive Directors with respect to financial matters, systems and processes related to reporting matters.
 7. Attend Finance Committee and quarterly Board of Director Meetings as required.
 8. Assist the Executive Directors with retention and recruitment calculations.
 9. Ensure timely, accurate, and appropriate financial reporting and remittances, including invoices, cash reports, and all other relevant financial information and records.
 10. Ensure timely and accurate adherence to all statutory, regulatory, and policy regimes with respect to financial and related matters (including but not limited to tax remittance and insurance requirements).
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11. Perform year-end procedures including but not limited to preparing all reconciliations and year-end working papers for annual audit.
12. Coordinate and assist the external auditors.
13. Ensure that all audited financial statement deadlines are met per reporting requirements.
14. Provide regular reports on all financial activities as required by the Executive Directors, in all areas, including but not limited to bank balances, cash flow reports, accounts payable and receivable reports, operational financial statements, budget forecasting etc.
15. Undertake preparation of the annual budget, under the direction of the Executive Directors.
16. Prepare the annual budget for submission.
17. General Oversight – are staff set up correctly in EmployerD; are benefit enrolments timely & correct; are staff being charged appropriately for LTD, benefit copay, leaves & HOOPP, LTD; termination of staff.
18. Backfill for Administrative Co-ordinator for payroll and pension calculations & AP

Experience

- Experience working with volunteer Boards of Directors and Finance Committees of the Board.
- Experience in Not-For-Profit provincially funded organizations.
- Experience in grant preparations including Canada Summer Jobs.

Skills and Abilities

- Several years' experience in a senior finance, accounting or financial administration role, preferably within a not-for-profit environment
 - Financial Designation would be an asset;
 - Full cycle accounting experience;
 - In depth understanding of accounting principles for non-profit organizations;
 - Previous financial accounting software experience; CCIM (Great Plains) preferred
 - Accounts Payable, Accounts Receivable, Invoicing and General Ledger working knowledge and experience;
 - Demonstrated payroll analysis experience;
 - Strong computing skills with the Microsoft Office suite of products;
 - Skills and solid experience with financial systems, financial reporting, financial and business planning, budget preparation and adherence to statutory, regulatory and other policy standards and requirements;
 - Ability to accurately analyze, interpret, summarize, and present financial information;
 - Proven ability to work in a demanding, multi-task environment within clear timelines;
 - Ability to communicate effectively orally and in writing in the English language with a varied audience including senior executives, bank personnel, funders and public officials;
 - Ability to use effective problem solving skills and apply sound judgment;
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- Adapts effectively to changing plans and priorities and demonstrates capacity to handle multiple tasks at one time; adjusts preset plans as necessary with minimal resistance.

Conditions of Employment

- Valid Ontario Driver's License, access to a reliable vehicle, and a Police Reference Check are required.
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCi).
- Maintain confidentiality in compliance with the financial operations of the organization; Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronic Documents Act (PIPEDA).
- Maintain and develop professional competency through training or appropriate continuing education.

Physical Demands

The position requires fine motor movements and gripping, handling and/or lifting 10-25 pounds.

The position requires screen time and sitting for lengthy periods of time.

The position also requires far and near vision, depth, spatial and form perception, feeling, reading, writing.

Speech and listening are critical aspects of the role to effectively communicate with funders, bankers and colleagues, to give and receive information and to establish general rapport.

Working Conditions

The duties of this position are performed both inside and outside the main health care centre including satellite locations. Work settings are office based.

The candidate must be able to work varying work schedules, including some evenings, and in multiple work locations.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

We are committed to workplace equity and diversity, and encourage submissions from equity-deserving groups who identify based on ability, cultural background, race, sexual orientation and/or gender.
