



London CARES Finance and Administration Manager

Did you know that more than 250 Londoners are homeless on any given night?

We are London CARES, an adaptable and forward-thinking organization who believes housing is a human right. We won't stop until everyone in our city has safe, permanent and appropriate housing. Using a Housing First approach, we believe homelessness is a problem that can be solved.

Join our resilient, tenacious and spirited team today and help us achieve our goal!

London CARES is seeking a **Finance & Administration Manager**.

This is an inaugural role and therefore your initial focus will be on designing, implementing, monitoring and evaluating policies and controls, and processes and systems in the areas of budgeting, financial management, data management, IT and administration. Your advice, guidance and project management skills will be integral to help us select and install an accounting and payroll system, benefits and insurance providers and other key partners.

You will be accountable to manage all aspects of the finance and accounting function, including A/P, A/R, payroll, budgeting, bank reconciliation, etc. You will provide oversight to the organization's financial resources, be responsible for reporting to internal and external stakeholders, and to oversee the maintenance and purchase of office equipment and IT hardware and software.

There is a potential for growth in this position to include the supervision of an HR Coordinator.

This is a full-time position, scheduled Monday to Friday, with evening and weekend flexibility as required. Our compensation package includes a competitive salary, health care benefits and 3 weeks of vacation.

If you are passionate about London becoming a community in which every person thrives and you want to leave a lasting mark on an organization, this is a great opportunity for you!

You will be an excellent candidate for the Finance & Administration Manager role if you have some or all of the following:

- Post-secondary diploma or degree in accounting and business management
- 5 years of experience managing all aspects of accounting, including payroll in a not-for-profit
- Demonstrated strategic ability to design and implement relevant systems and controls
- Project management experience

All of our employees must be able to provide a clear police vulnerable sector record check.

PLEASE SUBMIT RESUME & COVER LETTER IN CONFIDENCE BY

October 25, 2017 at 4:30 pm to:

Attn: Human Resources – London CARES Finance and Admin Manager
260-200 Queens Ave., London, ON N6A 1J3

or
employment@adstv.on.ca



Please indicate the position you are applying to in the subject line if submitting via email.

London CARES is an inclusive employer and encourages applications from Indigenous women, persons with disabilities and members of visible minorities

If you require a disability-related accommodation during this process, please inform us of any required accommodations needed.

Preference will be given to candidates who are proficient in both official languages of Canada and who meet all job requirements.

Préférence sera accordée aux candidats qui sont compétents dans les deux langues officielles du Canada et qui satisfont à toutes les exigences de l'emploi.

We thank all applicants for their interest but regret only those selected for an interview will be acknowledged.

No phone calls please.