



REXDALE WOMEN'S CENTRE
Manager, Finance and Administration
Job Posting Internal - External

POSITION: Manager, Finance and Administration
HOURS: 35 hours per week
WORK CONDITION: Remote and In-Office (with some evening and or weekend work)
START DATE: Open until filled
SALARY: \$69,100 to \$73,300 + Group Benefits + RRSP
REPORTS TO: Executive Director

Position Summary

The Rexdale Women's Centre (RWC) is a non-profit, community-based organization that provides assistance to refugees, newcomers and immigrant women and their families in Etobicoke North and surrounding neighbourhoods.

The Manager, Finance & Administration is a member of RWC's management team and is responsible for furthering RWC's mission and principles by setting and meeting annual revenue targets, coordinating financial reporting/administration, and overseeing overall operations of the organization. This position has a leadership role in developing projects and proposals for grants and contracts and for administering grants and contracts received. The Manager works closely and collaboratively with RWC's external accounting firm.

The Manager, Finance & Administration acts in a manner which is consistent with responsible and ethical practice and manages at RWC using a strong anti-racist anti-oppression analysis and social justice-oriented principles and practices.

Core Competencies:

Individuals in this position will demonstrate the following core competencies:

- Leadership
- Problem-solving
- Good communication skills
- Strong analytical skills
- Interpersonal skills
- Mathematical proficiency
- Strong attention to detail
- Strong organization skills
- Technological skills
- Ability to work independently

Responsibilities:

- Develops and manages, in collaboration with the Executive Director, the organization's government and non-government revenue generation plan.
- Identifies potential sources of funding, conceives of projects and programs, and in collaboration with other managers develops funding proposals and applications for submission to funding sources.
- Liaises with funding bodies, ensures contract compliance, and sets annual revenue targets by developing annual budgets for review.
- Monitors the budget and provides information on variances and funds availability.
- Advises the Executive Director and Board of Directors on investments and financial outlook.
- Works with the Board's Treasurer and the Finance Committee.



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- Regularly reviews and recommends changes in operating policies where necessary to maintain adherence to applicable standards, laws, or acts.
- Oversees management of the organization's general ledger and financial reporting and provides timely information to the accountant and AP-AR Clerk and Payroll Clerk.
- Co-ordinates the annual financial audit with the organization's external auditors.
- Prepares financial statements for use by Senior Management, The Board of Directors', and yearly statements for External Audit.
- Provides guidance and supervision to the Senior Co-ordinator, Finance & Administration and Co-ordinator, Finance & Administration.
- Participates as a member of the Management Team in the organization's strategic planning, overall direction, day-to-day organizational management, and revenue generation.
- Conducts performance reviews and providing feedback to direct reports.
- Contributes to a healthy and safe environment for oneself and others and complies with all safe working procedures and instructions including RWC's policies and procedures.
- Creates a safe and supportive learning environment.
- Upholds RWC's basic principles for the workplace environment including commitments to the needs, directions and concerns of immigrants, refugees, and indigenous peoples.
- Embraces and actively upholds RWC's mission, equity, access, anti-racism, and anti-oppression principles.
- Acknowledges, appreciates, and encourages individual differences and value people for their skills, competencies, and contribution to RWC's continuing success.
- Other duties as assigned.

Qualifications

- Completion of the CPA Designation (candidates close to completion will be considered) and/or Advanced diploma in Accounting or Finance
- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal controls
- Three (3) years relevant skills and experience in a similar role and/or in the non-profit sector as asset
- Experience with SAGE 300 Premium and Project Job Costing, an asset
- Demonstrated ability to integrate in-depth knowledge of equity, access, and anti-racism into all aspects of work.
- Good verbal and written communication skills with an ability to communicate with a broad range of stakeholders.
- Excellent judgment, conflict resolution and problem-solving skills with the ability to identify, analyze problems to determine causes, evaluate alternative solutions as well as take and/or recommend appropriate resolution.
- Detail-oriented with excellent organizational skills and the ability to prioritize, multi-task as well as meet tight deadlines and demanding schedules.
- Ability to function in a multidisciplinary, culturally diverse workplace.
- Ability to work both independently and as part of a team environment.

We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law.



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We particularly encourage applications from Black, Indigenous, and people of colour, people with disabilities, and members of the LGBTQIA2+ communities and those with varied areas of expertise and lived experiences.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for telephone or email for candidates taking part in all aspects of the selection process.

Rexdale Women's Centre subscribes to the Ontario Human Rights Act

Rexdale Women's Centre is a United Way Anchor Agency Member

**DEADLINE: Friday, March 28, 2025
Submit Resumes to:
Manager, Finance and Administration
jobs@rexdalewomen.org**

**Only applicants who will be interviewed will be contacted.
No phone calls please.**