



Senior Finance Manager

Organization: TNO - The Neighbourhood Organization

Location: TNO sites and offsite

Type: Full-time

Start Date: ASAP

About Us:

TNO is a community-based social and health service agency supporting low-income and newcomer communities across Ontario.

Position Summary:

The Senior Finance Manager will manage, implement, and evaluate TNO's financial matters, develop financial plans, and support senior management. Responsibilities include financial reporting, budgeting, forecasting, and ensuring compliance with accounting standards.

Key Responsibilities:

- Manage the organization's budget and coordinate the annual budgeting process.
- Prepare financial statements, coordinate audits and manage cash flow.
- Conduct financial analysis to provide insights into the organization's financial health.
- Lead and mentor a finance team.
- Oversee financial aspects of grant applications and monitor grant-funded programs.
- Ensure compliance with financial regulations and tax requirements.
- Prepare regular financial reports for internal stakeholders, board members, and external parties.
- Ensure compliance with accounting standards and regulations.
- Manage and forecast cash flows to ensure the organization's financial stability.
- Monitor and control expenses to maintain a healthy cash position.

Key Criteria:

- *Expertise in Ontario Health Programs:* Strong familiarity with financial frameworks, reporting, and allocation standards relevant to provincial health initiatives and funding models.

- *Executive Collaboration:* Works closely and directly with the CEO—collaborative and responsive to requests and strategy requirements, while offering thoughtful, solution-oriented input on complex matters.
- *Policy & Compliance Leadership:* Demonstrates strong attention to regulatory requirements, with a thoughtful and detail-oriented approach that supports compliance and transparency.
- *Fundraising & Donation Stewardship:* Supports and advises on financial aspects of fundraising initiatives, and ensures transparent, strategic allocation of donations aligned with organizational goals.
- *Agility & Systems Thinking:* Possesses a holistic view of financial operations; can pivot with ease across tasks while keeping long-term strategy in sight.
- *Team Development:* Leads and mentors a small finance team with professionalism, empathy, and a commitment to continuous learning and improvement.
- *Conflict Resolution & Communication:* Comfortable navigating complex interpersonal situations with emotional and cultural intelligence and clarity.
- *Cross-Functional Collaboration:* Engages across departments to drive mission-aligned budgeting, forecasting, and planning.

Qualifications:

- 5+ years in a senior leadership role in the non-profit sector.
- CPA designation.
- Strong knowledge of finance operations and principles in the non-profit sector.
- Excellent analytical, organizational, and communication skills.
- Proficiency in Microsoft Office and Financial Accounting Systems like QuickBooks.

Working Conditions:

- **Work Environment:** We believe great work happens when people collaborate, innovate, and thrive together. This is why we embrace an in-office work model—while still recognizing the value of flexibility in today’s dynamic world of work.
- **Location:** This position will be located within any of TNO’s service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

Hiring Conditions:

- **Screening:** As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.
- **Salary Range:** \$85,000 to \$95,000

Benefits:

- Extended Health Care
- Health Spending Account
- Professional Development Support
- Employee Assistance Program
- Travel Insurance
- Life Insurance and Long-Term Disability
- RRSP
- Social activities
- Public transportation nearby

Application Process:

Submit your resume to recruitment@tno-toronto.org . Only those selected for further consideration will be contacted.

Commitment to Equity:

TNO is an equal opportunity employer. We encourage applications from equity-seeking groups. Accommodation will be provided in accordance with the Ontario Human Rights Code.