

JOB POSTING

Job Position:	Manager – Finance & Compliance
Department:	Finance
Status:	Full-Time - 35 hours per week This posting is for an active vacancy.
Location:	Mississauga This role is on-site and/or community based.
Compensation:	\$95,000.00 per annum, plus a generous RRSP plan and group health benefits.

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over four decades. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally responsive services to newcomers, families, women & seniors.

Vision: To be leaders in building strong and inclusive communities.

Mission: We are a community benefit organization focused on building resilient and healthy communities by offering person-centered, anti-oppressive programs and services.

Position Summary:

Reporting to the Director – Finance, this leadership role oversees financial operations, compliance, and reporting while supervising and mentoring accounting staff. Key responsibilities include budgeting, audits, risk management, and statutory compliance. The role also supports financial strategy and system improvements in a fast-paced environment.

Responsibilities and Duties: *(but not limited to)*

- Supervise, mentor and coach accounting staff in developing and implementing accounting functions (AP, AR, Payroll, General Ledger, Bank Reconciliation), tools, systems and processes to enhance operational and financial efficiency and effectiveness.
- Review, maintain, and enhance the organization's Sage Intacct configuration and processes to ensure optimal use of system capabilities, increased automation, and effective leverage of technology to support finance operations and ongoing systems improvements.
- Assist in financial strategy, policy development, financial sustainability initiatives and risk management planning.
- Recommend improvements to financial policies, regulatory compliance, and internal controls.
- Assist in the preparation, coordination, consolidation and analysis of Indus' annual budget, forecasts, funding proposals, monthly monitoring and cash flow planning.
- Prepare monthly, quarterly and year-end financial reports including financial statements, funder reports (e.g. MIS, IRCC, SRI, CAPS-Provincial, OHRS-Standard, federal, and charity returns) and other regulatory reports in compliance with GAAP and accounting standards for not-for-profit/charitable organizations.
- Oversee banking and payroll functions including verifying bi-weekly payroll, timecards, and post-payroll reporting.
- Assist in annual audit, including year-end audit preparation, preparing working papers and schedules, and liaising with auditors.
- Reconcile statutory filings, including withholding payments (CPP, EI), income tax, EHT, & HST. Prepare periodic HST rebate claims and annual EHT & HST returns.
- Analyze financial and program variances and provide explanations for the Director - Finance.
- Maintain capital assets, deferred capital contribution continuity schedules and ensure related account reconciliations are completed and authorized.
- Accountable for the management of assigned databases integral to Indus' operations/financials, including staff training, ensuring data accuracy, running reports, and maintaining the overall integrity of all operational and/or financial data.
- Coordinate bingo fundraising activities, including monthly reports and annual license renewals. Maintain an accurate and secure filing system for financial and payroll documents.
- Liaise with Indus Community Foundation staff as needed.
- Support the Director- Finance in developing the budgets, proposals, funder reports, and other required reports.
- Analyze and reconcile expenses and statistical data against program budgets and targets and collaborate with program staff on discrepancies.
- Assist with month-end and year-end closing processes, including preparing and posting journal entries, adjustments, accruals and reconciliations.
- Reconcile bank and credit card statements, investigate variances and implement corrective action and ensure adequate fund are available for operations.

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- Prepare monthly General Ledger reconciliations.
- Maintain current knowledge of and ensure compliance with all funder, regulatory and legislative requirements.
- Support ongoing finance & payroll systems improvements; including system testing & implementation.
- Provide backup support and assist team members as required.
- Conduct, and participate in program team meetings, and attend professional development opportunities as required.
- Assist with projects, assignments and other duties as required.

Qualifications and Skills:

- Post-secondary education in Accounting, Finance or a related field, with Chartered Professional Accountant designation required or proof of active enrollment in the CPA program.
- Minimum of three to five years of accounting and payroll experience within a not-for-profit or charitable organization is required.
- Strong knowledge of GAAP and accounting standards for not-for-profit/charitable organizations.
- Experience in financial strategy, policy development, internal controls, and risk management planning.
- Experience managing banking, payroll, audits, statutory filings (CPP, EI, EHT, HST), and financial reporting.
- Expertise in preparing and analyzing budgets, cash flow planning, and variance reporting.
- Experience in preparing reports for senior leadership, funders, and external stakeholders.
- Familiarity with funder reporting requirements, grant management, and financial compliance in the non-profit sector.
- Proficiency in Sage Intacct, ADP Workforce Now is required.
- High proficiency in Microsoft Office (Advanced Excel), accounting software and financial reporting tools.
- Demonstrated leadership experience in supervising, mentoring, and coaching staff.
- Excellent problem-solving, analytical, and decision-making skills.
- Strong organizational skills with the ability to prioritize tasks, meet deadlines, and manage competing demands in a fast-paced environment.
- Ability to work independently and collaboratively, ensuring confidentiality in financial operations.
- Excellent communication skills, both verbal and written, with the ability to explain financial concepts to non-financial staff and stakeholders
- Ability to work flexible hours including evenings, weekends and to work from any one of Indus's work-sites.
- Successful candidate must provide a satisfactory Criminal Background Check prior to commencing employment.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hriendus@induscs.ca by 12:00pm, May 14th, 2026. Please ensure your application email has the subject heading of "Manager – Finance & Reporting" - (insert your name)'

We are committed to a human-centric hiring process. Please note that we currently do not use any artificial intelligence (AI) tools to screen, assess, or select applicants for this position. All applications are reviewed by a member of our human resources team. This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: April 30th, 2026