



Finance Officer

Avenue II Community Program Services (Thunder Bay) Inc. – Thunder Bay, Ontario

Avenue II is looking for a motivated Finance Officer to join their team. Be a part of a group who is focused on celebrating the achievements of others, while providing the support necessary to make the lives of those they serve better.

Since 1984, Avenue II, a non-profit organization in Thunder Bay, Ontario, has been supporting adults with developmental disabilities by providing them with an opportunity for personal growth, community involvement and inclusion. Through positive human interaction and skills development, they work daily to enhance the quality of life for the individuals they support. The strength of Canada as a society is founded in the belief that members of all groups, whether these are ethnic, gender, regional, religious, aboriginal or disabled, have a positive contribution to make towards the advancement of Canadian society.

As an organization, Avenue II's goals are to act as connectors between the community and individuals with developmental disabilities. They pride themselves in their efforts to continue to learn about, and enhance, the quality of life, courage, and adaptiveness for adults with developmental disabilities by providing a range of services such as employment support, community support and independent living.

Why is This Role Important?

As the Finance Officer at Avenue II, you are a dedicated and caring individual, responsible for maintaining the financial records, information and reports for the organization. Leveraging your financial knowledge and experience in similar roles, you will provide important insight and perspective to the company's financial operations. You will combine your passion for helping those in your community with your knowledge and abilities in a financial role and strive to help the organizations success.

RESPONSIBILITIES

Accountable to the Executive Director, the Finance Officer will be responsible for organizing, maintaining and analyzing financial records for the organization.

Specific duties of the role will include (but are not limited to):

- Monitor and ensure the accuracy of day-to-day financial operations within the organization including payroll, invoicing and other transactions
- Overall responsibility for financial reporting, financial records and other financial information within the company; including month-end and year-end financial and administrative reports (including Charitable tax return)
- Prepare and maintain the general ledger
- Provide technical support to both clerical and professional staff
- Perform regular reconciliations of AP, AR, benefits, petty cash, credit cards and individualized funding
- Participate in overall annual budgeting processes
- Oversee the use of credit cards, including monitoring balance, printing statements and employee inquiries



- Develop, implement and maintain policies and procedures related to financial management and accounting
- Train employees on financial and accounting matters (when necessary)
- Perform necessary variance and other accounting analysis to identify and resolve discrepancies and gaps
- T4 preparation and year-end payroll processing
- Financial forecasting and active participation in the organization's annual budgeting process
- Ensure compliance with accounting policies and regulatory requirements
- Other duties as assigned by management

REQUIREMENTS/QUALIFICATIONS

- Degree/Diploma in Accounting, Finance or related field of study from a recognized university or college; or a combination of education, training and experience is required
- Minimum of 5-years' experience working in a similar capacity (such as Accounting or Finance)
- Professional Accounting Designation (CPA, CA, CMA, CGA,) is considered an asset
- Strong working knowledge of Microsoft Office (especially Excel)
- Working knowledge of Accounting Software (preferably Adagio and/or Paydirt Payroll)
- Ability to maintain a high-level of accuracy in producing financial reports and maintaining financial information
- Excellent time-management and organizational skills
- Ability to work independently and as a collaborative team member
- First-hand experience in managing day-to-day and full-cycle accounting operations
- Experience developing and implementing financial control processes
- Strong communication skills in verbal, written and presentational form

Success in this role requires a strong-performing individual who has a keen eye for detail and is able to proactively dive into the financial analytics of the organization. The perfect candidate not only has a strong leadership ability, but also cares about their community and wants to help make a difference through collaboration and positivity. Becoming part of Avenue II is more than just taking on a Senior Finance role; it's about being part of something bigger and working closely with the entire Avenue II team to close the gap between communities and those with developmental disabilities.

Qualified applicants are asked to submit their resume, along with a cover letter via email at:
humanresources@avenueii.com, **no later than August 31st, 2024.**

We appreciate all expressed interest in this position; however, only candidates selected for interview will be contacted. *No phone calls please.*

We encourage applications from all qualified individuals, including Aboriginal peoples, persons with disabilities, members of visible minorities and women. Members of designated groups are encouraged to self-identify.