

## **Finance and Payroll Officer**

If you are passionate about seniors and the frail elderly, comfortable in a Catholic environment, flexible, a collaborator, committed to compassionate service, interested in a long-term relationship with religious congregations across Canada and have a finance background, this position may be for you.

### ***The Organization***

Canadian Religious Stewardship (CRS) Mission is to serve the needs of Religious Institutes in Canada through a ministry of collaboration, in particular, their needs relating to eldercare and stewardship of resources in the midst of diminishment. CRS is a National not for profit, charitable civil corporation and a Public Juridic Person of Pontifical Right. We serve the needs of our clients (Religious Institutes in Canada) through a ministry of collaboration; empower them to view their future with hope in the midst of fewer members and diminishing resources; provide governance, management and administrative expertise and services.

### ***Job Summary***

The Finance and Payroll Officer will report to the Associate Director of Finance & Operations. The incumbent will work in close collaboration with a small team in the CRS finance and operations office and several of the religious communities' leaders and their members.

The incumbent will be responsible for a variety of financial functions including payroll, accounts payable, invoicing, accounts receivable, cash management, general accounting, reporting and records management. This position will be integral for the day-to-day financial administration of CRS and several religious communities we serve.

### ***Duties & Responsibilities***

#### ***Accounting & Finance:***

- Accounts Payable - process approved payments via cheque, online banking and EFT
- Invoicing and Accounts Receivable - prepare accurate and timely client invoicing, related accounts receivable management and collections
- Process journal entries and account reconciliations
- Prepare financial reports for presentation to clients and leadership
- Prepare ad hoc analysis as required
- Monitor cashflow requirements and covenants
- Credit card, petty cash and other bank and cash related reconciliations
- Ensure compliance with best practices in bookkeeping, accounting policies, and procedures
- Administer CRS/client funds according to approved budgets and accounting practices
- Participation in special projects and new initiatives

### ***Payroll:***

- Responsible for overseeing and directing payroll procedures and best practices
- Prepare and administer payroll for both hourly and salaried employees across Canada
- Calculate and remit payroll withholding taxes and deductions, Employer Health Tax (EHT), and employee benefit deductions in a timely manner
- Administer Workers' Compensation processes across applicable provinces, including premium calculations, reporting, and compliance with provincial regulations
- Assist with processing of payroll changes (new hires, terminations, salary changes etc.)
- Audit ADP payroll processing reports and reconciliations for accuracy
- Develop processes and system upgrades to meet internal and external audit requirements
- Perform monthly, quarterly and annual reconciliations and annual regulatory filings
- Participates in special projects and organizational initiatives

## ***Statement of Qualifications***

### ***Education***

- Undergraduate degree or community college diploma in Business, Finance, Technology, or in a related field
- Progress toward or completion of Payroll Compliance Professional (PCP) designation an asset

- Ongoing professional development in payroll and accounting legislation and systems is an asset

### ***Experience***

- Minimum of five years of general accounting and payroll experience
- Ability to work with multiple clients/projects at any given time
- Proficient in QuickBooks Desktop
- Proficient in ADP
- Change management and business optimization activities
- Experience researching, developing, recommending, negotiating, and implementing complex projects and initiatives
- Experience in fostering a strategic vision and cultivating stakeholder relationships
- Experience in advising on problem solving and conflict resolution
- Provide recommendations to leadership on financial procedures
- Experience working within Registered charities or not for profit organizations
- Experience with creating detailed financial models in Excel

### ***Knowledge***

- Understanding of the mandate of CRS
- In-depth knowledge of QuickBooks Desktop
- In-depth knowledge of ADP software and applications
- Understanding of religious persons and Religious Institutes in Canada

### ***Abilities***

- Uphold integrity and respect
- Promote innovation and guide change
- Approaches stakeholders as a collaborative and understanding partner
- Manage issues that are complex in nature, and provide solutions that balance interests
- Identify current and future issues – risk management
- Design and implement organization-wide policies and strategies
- Foster a strategic vision and cultivating stakeholder relationships
- Organize, communicate, negotiate, resolve conflict, problem solve and make sound decisions based on consultation and best practices

- Read, interpret, apply and transmit information concerning complex projects, agreements and contracts.

**Location**

While there is opportunity to work off site on occasion, it is important that the Finance and Payroll Officer together with staff work in community with clients and staff at Presentation Manor for Seniors in Scarborough, Ontario.

\*Hours of work and a fair and just salary to be discussed with candidates.

Accommodations will be provided as requested throughout the recruitment and selection process.

*The Finance and Payroll Officer position is contingent upon the successful completion of a vulnerable sector screening.*

*Note: This job description is intended to provide a general overview of the responsibilities and qualifications for this position. It may be subject to revisions or updates at the discretion of the organization.*