

FINANCE AND ADMINISTRATION MANAGER

Logic Executive Search and Workplace Solutions Inc. is proud to partner with the Canadian Mental Health Association – Kenora Branch in the search for a **Finance and Administration Manager** based in **Kenora, Ontario**. This position offers a competitive compensation and benefits package, RRSP contribution, and the opportunity to work with a talented team of professionals.

With 330 community locations, CMHA is a nationwide organization that promotes mental health and supports people recovering from mental illness. Reporting to the Chief Executive Officer of CMHA Kenora Branch, the Finance and Administration Manager is responsible for managing the Branch's daily financial and business functions and supporting the CEO with overseeing the organization's strategic plan.

The Mission of the Kenora CMHA Branch is to provide clients with accessible and responsive, trauma information, and recovery-orientated mental health and addiction services throughout their lifespan, through treatment, rehabilitation, and support, guided and supported by their clients, family members and communities. Their vision is to have mentally healthy people living with dignity in a respectful, equitable, caring, and inclusive stigma-free society.

KEY RESPONSIBILITIES

The Finance and Administration Manager is responsible for maintaining the Branch's stability and reputation by ensuring high standards of professional conduct and quality of care, adhering to legislative requirements, policies and procedures, funding body criteria, and professional and Branch standards.

FINANCIAL MANAGEMENT

- Working in partnership with the CEO to manage the organization's annual budget and oversee the organization's accounting operations, budgeting operations and funding partnerships
- Ensuring compliance with legislation with respect to financial accountability. Responsible for the stewardship of the Branch's funds and assets, health and safety, and employment standards.
- Managing the branch's payroll, AP/AR, and financial reporting for the organization
- Developing, reviewing, and implementing financial management policies/procedures for CMHA Kenora Branch
- Establishing appropriate financial management and forecasting systems, procedures, and key practices to ensure financial management accountability in accordance with standards of accounting for not-for-profits
- Developing and coordinating mechanisms that are consistent with best practices in the field by evaluating, monitoring, reporting, and participating in projects and reports
- Ensuring adequate processes and systems are in place to collect financial, statistical, and clinical data to the extent needed so the branch is able to make well-informed decisions

and to meet the reporting requirements as required by funders, and legislation and to meet professional standards

- Facilitating and coordinating with annual financial audits and/or auditors, preparing financial and statistical reports in a timely fashion for the Board of Directors, and funding bodies (Ontario Health, MOHLTC, etc.)
- Managing the preparation of new and existing funding applications for the Branch
- Attending Board meetings as required, advising and guiding the Board on Branch financial operations
- Recommending and directing investments for extended health benefits, insurance, and financial operations
- Collecting and Reconciling revenue income for Kenora Supportive Housing Program and Safe Bed Program
- Ensuring adequate equipment is on hand to meet the daily operational needs of the facilities, staff, and programs and manage all inventory and capital assets

ADMINISTRATION MANAGEMENT

- Ensuring that the Branch's staffing resources, and employee management practices are aligned with the strategic directions, Mission, Vision, and Values of the organization
- Accomplishing team results by communicating job expectations, and establishing annual goals, objectives, and mechanisms for performance management, including performance appraisals, and feedback procedures
- Ensuring adherence to all policies and procedures for the Canadian Mental Health Association Kenora Branch
- Assurance of confidentiality of all personnel, client and organizational records and information
- Supervising and scheduling staff work hours to assure appropriate coverage; assigning and monitoring work; gathering resources; implementing productivity standards
- Coordinating travel requirements and reconciliation for staff members attending workshops, conferences, training

STRATEGIC PLANNING AND INNOVATION

- Collaborating with the CEO to develop and monitor the organization's operational plans and policies
- Improving the quality of care of individuals served by participating in various internal and external committees, advising, and guiding the committee on branch operations, developing and presenting reports, and making recommendations to support committees in their role
- Identifying and recording risks in Branch's Risk Management Plan, and reviewing and ensuring that risk management policies/procedures are in place and being monitored throughout the organization
- Participating on specific Committees, tasks or work groups as assigned by the Chief Executive Officer

- Advocating and supporting an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services by ensuring adherence to Workplace Health and Safety Regulations and Policies, Infection control guidelines, WHMIS and Safe Work Procedures; including but not limited to Fire, Disaster and Evacuation Plans

QUALIFICATIONS:

- Post-secondary education in an applied business program or Secondary School diploma with extensive experience in finance and office administration. CPA (Chartered Professional Accountant) Designation would be considered an asset
- Applied knowledge of reporting systems, payroll preparation and administration, budget preparation, project management accounting, information technology, insurance and risk management, and overseeing property
- Applied knowledge of Ontario Health, MOHLTC, and Health Data Branches
- Ability to set clear direction/vision for the organization and gain staff, board, and stakeholder support to drive the organization to the next level in partnership with the CEO
- Visionary, transformational leader with the ability to drive technological advancements and growth, identify opportunities for improvement and explore innovative approaches to secure funding
- Connected, with a strong understanding of the challenges and opportunities in mental health and addictions. Strategic and tactical, with strong operational acumen and political acuity to navigate and lead current and future changes (Ontario Health)
- Valid Drivers License is required

If you have the qualifications and are interested in applying for this position, please forward a copy of your resume to melina@logicexecutivesearch.com.

Logic Executive Search and Workplace Solutions is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please let our recruitment team know.