

Position: Accounting Manager, Full-time, Indefinite

Location: 2-10 Washburn Drive, Kitchener, ON

Posting Date: February 3, 2021

Closing Date: March 12, 2021, 6:00 pm

The future of early learning and care is evolving, and RisingOaks Early Learning Ontario is leading the way. Now, we need your help to do that. RisingOaks has a \$10M revenue budget and operates eight early learning and care centres, plus 11 satellite before and after school programs across Waterloo Region, with ~ 200 employees. We're looking for an established, collaborative finance professional with experience delivering strategic and tactical financial leadership in not-for-profit or charitable sectors.

About the Position:

Reporting to the Executive Director, the Accounting Manager will provide oversight and accountability for all financial and accounting practices at RisingOaks. You'll play a critical role in leading RisingOaks' future growth and ongoing sustainability. We're looking for someone ready to bring a fresh perspective to an established organization. Someone who is keen to evaluate our current systems and practices, and make recommendations using an approach that balances both opportunity and risk.

You will supervise staff, prepare financial statements, budgets, forecasts and other financial analysis as well as manage cash flow. The Accounting Manager is responsible for funding applications and statutory remittances.

With the support of two direct reports, you'll be responsible to:

- Develop and implement financial strategy, and provide strategic recommendations to the Executive Director and the leadership team.
- Translate complex financial reports into easy to understand information to be used for key decision making
- Development, monitoring, and reporting of the annual operating budget, capital budget, and funding plan
- Manage operational cash flow needs
- Establish, review and maintain a system of financial procedures, methods, controls, and records, ensuring full remittance and compliance with governmental requirements
- Prepare and submit funding applications, including grants such as the Canadian Emergency Wage Subsidy, ensuring compliance to regulations.
- Oversee and direct all financial processes, including AP, AR, month-end reconciliations, monthly financial statements, variance and performance analysis, forecasting, purchasing
- Prepare year end draft statements and working papers for external auditors
- Prepare financial analysis for contract negotiations and product investment decisions
- Coordinate financial audits and provide recommendations for procedural improvements
- Work with our leadership team and service providers to make informed purchasing and procurement.

The financial expertise and vision that you bring will be the foundation of your success with us. If you're someone driven to think outside the box, and passionate about working collaboratively to ensure a well-run organization now and for the future, this is the role for you. RisingOaks is building for the future, and we want you to be a part of it.

Working with RisingOaks Early Learning

This is a full-time, permanent position, offering a competitive compensation package depending on experience. Your total compensation package will include coverage of professional association and development fees, paid sick and personal days and a comprehensive benefits program. In addition to vacation entitlement, we have a paid Christmas closure.

Our core office hours are 9am to 5pm, although you'll enjoy flexibility to define your preferred schedule. You'll also have the opportunity to work remotely up to 2-3 days per week. You'll find our office is conveniently located near the 7/8 expressway off Fischer-Hallman Road in Southwest Kitchener

Desired Qualifications & Experience:

- Professional accounting designation is preferred (CPA, CMA, CGA, CA)
- 3-5 years; experience in a non-profit, charitable environment
- Experience in a senior financial role responsible for financial strategy and overseeing and delivering the full range of financial and accounting practices, including but not limited, to budgeting, forecasting, reporting, financial analysis, cash flow management, AP/AR
- Management experience is an asset
- Experience with Canadian Emergency Wage Subsidy is an asset.

Days and Hours: 37.5 hours per week; schedule is negotiable.

Start date: March 15, 2021

Interested candidates should respond **in writing with cover letter and resume** by e-mailing careers@risingoaks.ca no later than **6:00 pm on February 12, 2021**.

We thank all who apply; however, only those granted an interview will be contacted.

RisingOaks Early Learning is an equal opportunity employer and committed to supporting a culture of diversity, accessibility across the organization. We hire the best talent regardless of race, colour, creed, national origin, ancestry, disability, marital status, age, sex or sexual orientation. We encourage qualified applicants to apply and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process. Alternate formats of this document are available upon request.

Successful applicants will be required to submit a clear Police Records Check.