

Manager, Administration and Financial Services

Permanent Full-time

NEW Position



Under the direction of the Administrator, the Manager, Administrative & Financial Services, will lead all Payroll and Financial aspects of the Home, ensuring the recording, monitoring, and preparation of financial information and policies and procedures are in accordance with the Public Sector Accounting Board (PSAB) and the Ministry of Long-Term Care Act, Guidelines and Regulations.

The Manager, Administrative & Financial Services, is a forward-thinking financial expert with a passion for improvement, responsible for leading the development of tools and processes to support the Home with financial forecasting, analysis, and reporting of expenditures to support decision-making, financial planning, and guiding oversight. The Manager, Finance, will work to help ensure transparency, accountability and integrity in financial management of the Home.

A Sampling of What You Get to do:

- Promote and foster a culture of learning, collaboration and engagement, guiding the team through organizational change and aligning efforts toward shared goals and continuous improvement.
- Support the Home with enhancements to the payroll and financial reporting system.
- Lead and monitor the performance of the financial functions within the Home.
- Actively participate as a member of the senior management team in decision-making, particularly in matters related to financial management.
- Provide a client-focused approach with the ability to evaluate options and communicate clear, strategic advice.
- Build and sustain productive partnerships with colleagues, external agencies and the Board of Management.
- Flag in-year budget deviations promptly and implement remediation strategies to protect organizational risks.
- Design and maintain robust financial controls quickly to detect and resolve budgetary discrepancies.
- Assist in the implementation and maintenance of financial systems (ensuring effective internal controls for revenues, expenditures and financial reporting).
- Provide planning, coordination and management of projects involving multiple stakeholders, timelines and deliverables.
- Skilled in analyzing budgets and financial datasets to identify trends, variances and opportunities for improvement.
- Actively participate as a member of the senior management team in decision-making, particularly in matters related to financial resources.
- Prepare financial and other reports as required for the Board of Management, Administrator, Managers, Ministries and Agencies, including OMERS, Ministry of Long-Term Care, Banks, MPAC, external auditors, Statistics Canada, Service Canada, etc.
- Prepare financial statements and work with the auditors on the annual audit.
- Present the audited financial statements to the Board of Management for their approval and present the approved audited financial statements at the Annual General Meeting.
- Review and approve bi-weekly payroll and submit Records of Employment as required.
- Complete all financial filings including but not limited to: HST, T4s, EHT, WSIB and OMERS reconciliations.
- Administer the Home's OMERS pension plan.
- Prepare and submit to the Administrator an annual department operating budget, monitor and approve expenditures and provide rationales for budget variances.

What Qualifications are Required?

- Designated accountant (CPA) and member in good standing with the Chartered Professional Accountants of Canada.
- Other education as prescribed in the current long-term care homes acts and regulations.
- Minimum of five (5) years of financial management experience, preferably within health care or the not-for-profit or municipal environment and an understanding of funding in a residential care setting.
- Previous management/supervisory experience is considered an asset.
- Demonstrated leadership skills coupled with excellent communication skills.
- Comfort with various financial and HRIS (human resources information systems) and other technology/applications.
- Superb organizational, time management and multitasking skills with the ability to plan, direct and control the delivery of multi-faceted services.
- Ability to generate creative solutions and new approaches to challenges.
- Adept at working independently and as part of a multi-disciplinary team.
- Must be willing to work the hours necessary to ensure the effective operation of the facility and be prepared to respond to emergent situations.
- Must provide a current and clear Vulnerable Sector Check (including a Criminal Background Check).
- Must be willing to obtain any immunizations as set out by legislation or regulations.

What Can We Offer to You?

- Competitive wage range of \$114,404- \$ 122,173 per annum based on a 40-hour work week.
- OMERS pension plan, paid vacation, health & dental plans, EFAP.
- An opportunity to contribute your skills to an awesome team.
- A place where you can be proud to work – we take pride in being a top employer in the community we serve!

How Can You Let Us Know About You?

Please submit your resume **no later than 4: 30 p.m., Friday, September 4, 2026**, to: HR@eastholme.ca

We thank everyone for their interest in joining our team! Selected applicants will be contacted for an interview.
Eastholme confirms that this job posting is for an active vacancy.

Artificial intelligence (AI) may be used in parts of the recruitment process to assist with screening and evaluating

applicants. Human hiring managers decide who to advance in the process.

Eastholme is an equal opportunity employer and values diversity in our workforce. We encourage applications from all qualified individuals.

We are also AODA compliant, and should you require accommodation in the hiring process, please do not hesitate to let us know - accommodations may be provided in all steps of the hiring process.