



Under the direction of the Administrator, the Manager, Accounting & Finance leads the payroll and financial functions of the Home, ensuring accurate financial reporting, compliance, and effective financial management in accordance with the Public Sector Accounting Board (PSAB) and the Ministry of Long-Term Care Act, regulations, and guidelines.

The Manager provides critical oversight of financial operations, including payroll, statutory remittances, financial reporting, forecasting, and compliance. He/she will develop and administer financial policies, procedures, and internal controls; prepares financial reports and statements; and provides financial forecasting, analysis, and oversight to support sound decision-making and financial planning. The Manager promotes transparency, accountability, and integrity in the financial management of the Home.

A Sampling of What You Get to do:

Accounting/Financial Responsibilities:

- Lead and monitor the performance of the accounting and financial functions within the Home.
- 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 and submit to the Administrator an annual department operating budget, monitor and approve expenditures and provide rationales for budget variances.
- Flag in-year budget deviations promptly and implement remediation strategies to protect organizational risks.
- 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
- Assist in the implementation and maintenance of financial systems (ensuring effective internal controls for revenues, expenditures and financial reporting).
- Employ a continuous improvement approach to support enhancement to the payroll and financial systems.

Payroll & Pension Responsibilities:

- Oversee the accurate and timely processing of bi-weekly payroll for all Home staff, in compliance with the collective agreement(s), the Employment Standards Act, and CRA requirements.
- Ensure all statutory remittances, CRA source deductions, HST, EHT, WSIB, and pension/benefit contributions, are calculated, reconciled, and remitted accurately and on time
- Administer the Home's OMERS pension plan.
- Complete all financial filings including but not limited to: HST, T4s, EHT, WSIB and OMERS reconciliations.

General Management Team Responsibilities:

- Mentor, coach and lead a team of professionals in resolving payroll discrepancies and financial issues.
- Actively participate as a member of the senior management team in decision-making, particularly in matters related to financial resources.
- Provide a client-focused approach with the ability to evaluate options and communicate clear, strategic advice.
- 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.
- Build and sustain positive & productive partnerships with colleagues, external agencies and the Board of Management.

What Qualifications are Required?

- Chartered Professional Accountant (CPA) and member in good standing with CPA Ontario.
- Minimum of five (5) years of accounting and financial management experience, preferably within a health care, not-for-profit or municipal environment.
- Expert-level proficiency in Microsoft Excel, including advanced formulas, functions, data analysis, reporting, and spreadsheet management.
- Skilled in analyzing budgets and financial datasets to identify trends, variances and opportunities for improvement.
- Assets:
 - An understanding of funding in a residential care setting
 - Previous management/supervisory experience
- Demonstrated leadership skills coupled with excellent communication skills.
- Comfort with various financial and human resources information systems (HRIS) 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, exhibiting excellent communication skills.
- 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 to: HR@eastholme.ca
This job will be posted until filled.

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.