



The College of Naturopaths of Ontario

Manager, Finance and Administration (6-month Contract)

The College of Naturopaths of Ontario works to protect the public interest by regulating naturopaths in support of the public's right to competent, safe and ethical naturopathic care. The College fulfills its role by setting the requirements to enter the profession, setting standards of practice, administering a quality assurance program, and holding Ontario's naturopaths accountable for their conduct and practice.

Position Overview

Reporting to the Registrar & CEO, the Manager of Finance & Administration has a primary focus of the overseeing the day-to-day financial and administrative activities of the College. The secondary focus is to provide coordination and maintenance of College resources.

Duties & Responsibilities

Finance & Accounting

- Management of all Accounts Payable procedures: Vendor bills, scheduled recurring bills, expense claims, payments related to agreements, etc.
- Management of Accounts Receivable procedures: Customer invoices, scheduled recurring invoices, invoices related to agreements, etc.
- Management of all payment and acceptance methods: Cheques, e-transfers, direct deposits, foreign currency wire transfers, etc.
- Prepare bank deposits.
- Monthly reconciliation of bank and credit card accounts.
- Preparation of quarterly reports following standard accounting process for financial analysis and reporting activities, including actuals against budget with initial variance and year-end projection analysis, balance sheets, statement of operations and cash flow analysis.
- Oversee tax remittances and follow up on external inquiries
- Oversee reclassifications and posting of journal entries.
- In coordination with the Senior Management Team, facilitate the detailed financial management of College activities.
- With the input of the Senior Management staff prepare and manage a comprehensive annual budget to present to the Board of Directors and ensure that all controls are in place.
- Organize the preparation for, and co-ordination of the annual audit and any other special audits or reviews that may occur from time to time.
- Coordinate and supervise the financial roles of the Finance and Administrative Officer and the Administrative Assistant.
- Develop and drive improvements and efficiencies to optimize financial management for the organization.
- Record and update financial policies and procedures and reflect best practices in the not-for-profit sector.

Human Resources

- Manage payroll and benefits programs through third-party providers.
- Manage employer registered savings program.
- Coordinate and assist with the on-boarding and orientation of new employees.

Administrative Management

- Manage 3rd party relationships as appropriate.
- Manage all administrative matters including but not limited to leases, insurance, service agreements, purchase agreements, etc.
- Oversees the office environment by working with building operations to maintain the condition of the office, arranging for necessary repairs, liaising with building superintendent and cleaning staff as required.
- Ensures that all necessary supplies are on-hand.
- Ensures office efficiency by ensuring the availability and operability of equipment and supplies, researching maintenance, replacement or improvement options and proposing solutions.

Qualifications

This position is best suited for an individual with the following education, experience, skills and personal attributes.

Education

- Diploma or degree in finance, business, commerce, business administration or a related field.

Experience

- A minimum of five years' experience in business or financial related profession/role.

Skills

- Innovative skills.
- Strong analytical skills such that they can apply critical thinking to any given situation and can make appropriate decisions for each situation.
- Ability to problem solve such that they can confront compound challenges as they arise in a challenging work environment.
- Perform with integrity, a strong sense of responsibility and accountability.
- Strong communication skills, including written and verbal skills.
- Experience in Outlook, web interfaces, MS Office suite, Quickbooks, database management and office equipment such as mail stamp machines, photocopiers, multi-line phones etc.
- Ability to adapt to new systems and processes quickly and effectively.
- Ability to balance multiple demands, including prioritizing and meeting deadlines.
- Ability to work independently as well as in a cross-functional team environment.
- A high level of discretion, confidentiality and reliability is essential.
- Ability to provide strong initiative, a positive attitude and a willingness to work on a variety of projects/duties big or small.
- Knowledge of the functionality and role of a Regulatory College would be beneficial.

Personal Attributes

The College's environment is best suited for individuals with the following attributes:

- Ability to be proactive, innovative and solutions oriented.
- Extremely strong organizational skills, attention to detail and highly effective time-management and ability to multi-task and work to deadlines.
- Ability to maintain personal composure during times of stress.
- Flexibility and a positive outlook.

Terms and Working Conditions

The following terms and working conditions apply to this position:

- This is a full-time 6 month contract position with the College.
- The position is based on a 35-hour work week, Monday to Friday, and will be located at the head office of the College while up to 60% of College personnel are operating remotely due to COVID-19.
- Salary will be based on the experience, skills and qualifications of the incumbent within a range of \$68,600 - \$94,200 per year.

Application Process and Deadline

Cover letters and resumes can be emailed to monika.zingaro@collegeofnaturopaths.on.ca and must be received by January 22, 2021. Please include "Manager of Finance and Administration" in the subject line of your e-mail. Only those applicants who are selected for an interview will be contacted by the College following the job posting close date. The College requests that no telephone inquiries be made.

Applications may also be sent by mail or by facsimile to:

Human Resources
College of Naturopaths of Ontario
150 John Street, 10th Floor
Toronto, ON M5V 3E3
416.583.6011