



Position: Manager, Financial Planning and Analysis

Closing: Posting will remain opened until filled

Term: Full Time (35 hours per week)

Starting Salary Range: \$66,100-\$77,660

Our Vision is “to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking a Manager, Financial Planning and Analysis , reporting to the Director of Finance. The Manager, Financial Planning and Analysis can be based out of the following OAHS locations: Sault Ste. Marie, Dryden, Hamilton, Sudbury, Timmins, North Bay, Peterborough, Greater Toronto Area and Ottawa.

Reporting to the Director of Finance, the successful applicant will be an integral member of the Finance team, responsible for, but not limited to, leading the development of annual budgets and quarterly annual forecasts and implementing a continuous improvement program for budgeting and forecasting. Analyzing and interpreting financial and business information to assess operating performance. In addition, the role will be responsible for ad hoc forecasts and analyses, particularly in support of new building projects for OAHS’ Development (construction) business. It will also develop pro forma financials for OAHS acquisitions and capital asset reporting and tracking. The successful candidate will be a goal-oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to the quality of life and serves as a stable foundation.

PLEASE APPLY ON OUR CAREERS PAGE:

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as 2SLGBTQQNBIA+.

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

Compensation:

In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. **This comprehensive compensation package includes:**

- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Comprehensive medical & dental benefits + company vehicles available for fieldwork;
- \$2000 Health Spending Account + \$2000 Wellness Spending Account per employee;
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, Easter Monday and Family Day;
- Opportunity for cultural, educational, and other approved leaves;

- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
- A competitive salary in the pay band 7, \$66,100- \$77,660.

Duties and responsibilities will include, but not be limited to, the following:

- Support the OAHS Development (construction) business for accounting, planning, budgeting, and performance analysis;
- Coordination and preparation of the market value estimate and analysis of OAHS' capital assets;
- Maintain accurate records of all capital assets, including asset descriptions, acquisition tracking and costs, amortization schedules, and recording of disposals;
- Support analysis of profitability and impact of acquisitions / new construction projects;
- Supports the evaluation and assessment of business opportunities by performing due diligence relevant to new spending and capital acquisitions;
- Support the preparation of quarterly variance analysis vs plan across all business units;
- Support the development of a three-year forecast;
- Support the preparation of financial analyses of potential acquisitions;
- Co-lead, in co-operation with other functional managers and team members, in the development of Key Performance indicators for Operating (i.e. facing-community-facing) Teams;
- Support the month-end and year-end close process, assisting with the preparation of variance analysis;
- Maintenance and enhancement of program allocations matrix;
- Coordination and preparation of the Quarterly Forecasts Budget in a form presentable for the Board of Directors and banking partners, including appropriate quantitative and qualitative analysis;
- Supports the Finance Teams' growth towards leading-practice, continuous, real-time reporting process;
- Activities are aligned with and support the Boards' Strategic Goal of "Excellence";
- Work in compliance with company policies, procedures, and government laws and regulations;
- Provide guidance and expertise in the development and amendment of Finance SOPs and related organizational SOPs;
- Collaborates effectively with CEO, Directors, and OAHS employees throughout the organization;
- Prepare general forms, letters, reports, presentations, and memos, as required;
- Assist external auditors as required;
- Keep up to date with accounting changes and industry developments;
- Attend internal meetings and staff meetings;
- Other duties as assigned.

To qualify for this role, the successful candidate will have the following qualifications and skills:

- Appreciation for Indigenous cultures and a values system that believes in assisting people;
- Bachelors Degree majoring in accounting or other related discipline or an MBA;
- Professional accounting designation CPA in good standing;
- At least 5 years of progressive finance roles, ideally the property management, construction and/or real estate development industries;
- Excellent organization skills and attention to detail;
- Excellent IT experience and knowledge, including ERP, analytical software, excel and Microsoft suite of solutions;
- Strong Analytical and leadership skills, with the ability to multitask;
- Ability to work under pressure and meet tight deadlines;
- Ability to handle confidential and sensitive information;
- Experience in not-for-profit organizations;

- Outstanding listening and communication skills and the ability to work well in teams.

Conditions of employment:

- Ability to travel throughout the province of Ontario as required (limited);
- Valid Ontario Driver's License;
- Safe driving record (3 year driver record search);
- Ability to work varying hours/days;
- Valid CPIC clearance (Criminal Records Check) and/or Vulnerable Sector Check;
- References.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

For the Health and Safety of employees, all new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by OAHS. For clarity, fully vaccinated means two doses of the COVID-19 vaccine and that at least 14 days have elapsed since completion of your vaccine series. OAHS will require proof of full vaccination prior to an employee's start date.

OAHS' requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Ontario Human Rights Code.