



Date: March 25, 2024

Finance Manager

Position: Full-Time

Wage: 49,591.00 – 55,815.00 annually plus benefits

Description: The Finance Manager shall manage financial controls, and internal reporting of The Early Learning Centre as well as Elgin Home Child Care. They shall work to build, and maintain books, records, and budgets for all Early Learning Centre/Elgin Home Child Care finances.

Location: 575 Burwell Road, St. Thomas, Ontario

Start Date: Immediate

Qualifications:

Diploma or Degree in a Finance or Business Program

Skills Required: The Finance Manager must have a general understanding of how a childcare center is run, as well as the ability to take initiative and plan and execute tasks as needed. They will be responsible for the management of multiple projects simultaneously, each with its own sense of urgency; therefore, the Finance Manager must possess excellent organizational and time management skills.

Position Responsibilities:

The Finance Manager must have a general understanding of how a childcare center is run, as well as the ability to take initiative and plan and execute tasks as needed. They will be responsible for the management of multiple projects simultaneously, each with its own sense of urgency; therefore, the Finance Manager must possess excellent organizational and time management skills.

In addition to any other duties as assigned

- Develop and maintain budgets in accordance with operational, funder, and Board of Director requirements, including Asset Protection and Financial Condition, reports.
- Attend all required meetings as requested.
- Offer confidential minute-taking support at all Board of Director meetings, ensuring all matters are maintained in the highest confidence, including submitting final board meeting minutes and board policy updates to the Executive Director following each meeting.
- Maintain confidentiality of all information related to children, families, and staff.

- Assist with cash flow management and forecasting.
- Send out invoices to families.
- Ensure fees are paid on time (involve collections when necessary)
- Subsidy (enter to OCCMS as well as bill families)
- Bi-weekly payroll for 80-100 staff
- Monthly bank deposits
- Arrange for the purchase of new toys and equipment as required.
- Process semi-monthly credit cards
- Set up pre-authorized debit accounts for parents paying monthly fees.
- Submit remittances to WSIB/CRA/Minister of Finance as needed.
- Follow the financial policies as they apply to this position.
- Assist the Executive Director in the development of the annual program budgets, parent fees, provider fees, payroll, accounts payable, and subsidy, when necessary
- Monitor the budget for all locations.
- Secure approval from the Executive Director for any purchases outside of the budget parameters
- Ensure that cash funds are kept in a secure location.
- Ensure cash receipts and vouchers will accompany the petty cash sheets, demonstrating a balanced account
- Seek out grants available from the Government to assist in extra costs for Centre based care or Home Care
- Reconciliations of all bank accounts and credit cards
- Follow all organizational policies and procedures of Early Learning Centre/Elgin Home Childcare
- Prepare reports for bank, City, or miscellaneous vendors.
- Maintain record files as required by legislation and agency policy

Qualifications

The Finance Manager should have a strong understanding of accounting principles, as well as legal and ethical business practices. Experience in a Finance, or Business position, and/or a Degree or Diploma in a Finance or Business program are required.

If you are interested in this exciting opportunity, we invite you to submit a letter of intent to Carleen Pinnell at admin@earlylearningcentre.ca