



DIRECTOR OF MARKETING & EVENTS

TITLE: Finance Manager

POSITION TYPE: Full-Time Permanent

REPORTS: Director, Operations & Strategic Projects

LOCATION: Mississauga

INDUSTRY: Not-for-profit

COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

JOB OVERVIEW

Jake's House is seeking a reliable and experienced Finance Manager to join our dynamic, fast-paced team. As the Finance Manager, your primary goal will be to enable the leadership team to make informed and strategic business decisions that align with the organization's objectives. You will be responsible for ensuring accurate financial tracking, categorization, and reporting to maintain good audit practices and efficient reporting for government funders.

KEY RESPONSIBILITIES

- Track and monitor all financial activities of the organization, including budgeting, forecasting, and cash flow management.



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- Produce accurate and timely financial reports, both internally and for government funders, in accordance with regulatory requirements.
- Maintain and reconcile financial records, ensuring accuracy and compliance with accounting principles and standards.
- Collaborate with internal teams to provide financial insights and analysis to support decision-making processes.
- Oversee the organization's financial systems, ensuring efficiency and effectiveness in financial operations.
- Develop and implement financial policies and procedures to ensure internal controls and compliance.
- Manage relationships with government funders, providing necessary financial documentation and responding to inquiries or audits.
- Stay up to date with financial regulations and best practices, making recommendations for process improvements when necessary.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Finance, Accounting, or a related field. A professional accounting designation (e.g., CPA) is preferred.
- Proven experience as a Finance Manager or similar role, preferably in a non-profit organization or charity.
- Strong knowledge of financial reporting requirements and regulations for government funders.
- Proficiency in financial software and systems, with the ability to leverage technology for efficient financial management.
- Excellent analytical and problem-solving skills, with the ability to interpret financial data and provide meaningful insights.
- Detail-oriented and organized, with the ability to manage multiple priorities and meet deadlines.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and government representatives.
- Demonstrated integrity and ethical conduct in financial management.

Ideal Candidates (Culture Fit):

- Kind and empathetic, understanding the families we support always come first.
- Keen interest in staying up to date with digital technology trends.
- Strong communications skills, relationship building abilities, and a customer service mindset.
- Adaptable, resilient, can switch gears and hats quickly, thrives in fast-moving environments.
- Self-motivated, proactive, resourceful, and results driven.
- Experience in building fundraising campaigns considered an asset.
- Experience working for a non-profit/charity or with special needs individuals considered an asset.
- Fluency in French considered an asset.