

Finance Officer
Part-time, three days/week, one-year contract

Parkdale Community Legal Services (PCLS) is both a community legal clinic and teaching clinic for Osgoode Hall Law School students in downtown Toronto. We work with low income community members in a culturally diverse community. We focus our work in the areas of housing and homelessness, migrant rights and immigration law, workers' rights, income security, violence and health, in conjunction with community development and organizing work to address systemic issues of social exclusion, displacement and poverty.

We are seeking a part-time (3 days/week) Finance Officer for a one-year contract to provide financial leadership for PCLS as reflective of its mission. Reporting to the Clinic Director and working closely with the Operations and Program Director and Office and Litigation Administrator, the Finance Officer is part of a management team that works collaboratively to provide leadership and support to PCLS and our community. The Finance Officer will ensure a strategic approach to support the growth and development of PCLS, providing financial accountability, management, insight and analysis.

Responsibilities

- Ensure financial management and accounting systems are in place and practice in compliance with PCLS policy, legislation (particularly charitable legislative requirements), funder requirements and GAAP.
- Manage PCLS bookkeeping processes such as accounts payables and receivables, payroll compliance, statutory and benefit deductions and timesheet administration. Work with PCLS office and litigation administrator for bookkeeping and accounts payable processes.
- Lead in the preparation of annual budgeting and funding application processes for overall clinic operations and specific program needs. Work with relevant PCLS staff to develop and understand the budgets.
- Monitor and take steps to enhance, and provide recommendations to the Clinic Director and Operations and Program Director on the financial performance of the organization and to ensure that organizational resources are allocated according to client and community needs and resource realities.
- Oversee the preparation of monthly and quarterly financial analysis and reports to PCLS Board of Directors and funders. Attend and support the PCLS Board of Directors Finance Committee meetings.
- Oversee financial policies and procedures including making recommendations and drafting updates.
- Lead the preparation and carrying out the annual audit.

Qualifications

- Professional accounting designation (CPA, CA, CGA, CMA) or exceptional knowledge of finance gained through equivalent experience.
- At least five (5) years of progressive senior leadership experience in a not-for-profit setting, preferably in a unionized environment.
- At least five (5) years of experience in a not-for-profit environment developing and administering all aspects of financial services including budget preparation, monthly and quarterly financial analysis, payroll, accounts payables and receivables, audit activities, financial policies and procedures, and other related functions
- Extensive experience with Canadian financial reporting guidelines for non-profits, GAAP, and CRA regulations and guidelines.
- High level of competence with technology and proficiency with Quickbooks, Microsoft Office Suite, virtual meetings and digital bookkeeping processes.
- Superior accuracy and attention to detail. Demonstrated ability to analyze, synthesize and integrate information to inform practice and long-term planning.
- An understanding of the charitable, non-profit and social service sectors – direct experience within the following sectors will be considered an asset: legal aid clinic system, mental health and addictions, homelessness and housing, violence against women, migrant and newcomer services and/or the justice system.
- Demonstrated commitment to anti-racist and anti-oppressive practice, social justice and human rights.
- Excellent interpersonal, leadership and communication skills.

Compensation and Application Process

PCLS offers a competitive salary and benefits package. Salary range is \$90,000-\$95,000 commensurate with experience and pro-rated to a three day/week work schedule.

Submit your application in confidence with a cover letter and résumé by **Thursday May 21st 2020 at 4:00p.m. to: hire@parkdalelegal.org**

As an employer, PCLS is dedicated to building an organization that reflects the diversity of our clients and the communities we work with. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity. We encourage applications from individuals from diverse, marginalized and racialized communities and backgrounds.

PCLS promotes the principles of anti-oppression and adheres to the tenets of Ontario's Human Rights Code. **Please advise if you have any accommodation needs regarding the submission of your application.**

PCLS thanks all applicants for their interest, only those applicants selected for an interview will be contacted. For more information about PCLS please visit our website www.parkdalelegal.org