

CAREER OPPORTUNITY

POSITION: Finance Manager	COMPETITION #: 2024-55
STATUS: PERMANENT FULL-TIME	LOCATION: Brockville, Ontario travel to satellite offices will be required
DATE POSTED: September 3, 2024	DATE CLOSED: September 13, 2024 (or until filled)
SALARY RANGE: Up to \$126,753.10 per annum commensurate with experience	
Please submit a cover letter and resume referencing the competition # to: CAREERS@LLGAMH.ca	

[Lanark, Leeds and Grenville Addictions and Mental Health](#) (LLGAMH) offers services and programs to people who are experiencing **addiction** and/or **mental health** issues. Our main site is located in [Brockville, Ontario](#) which is found along the beautiful St. Lawrence River in the heart of the famous [1000 Islands Region](#). LLGAMH has offices throughout the counties of Lanark, Leeds and Grenville including Brockville, Smiths Falls, Kemptville, Prescott, Gananoque and more. Lanark, Leeds, and Grenville represent a population of over 170,000 residents.

Reporting to the Chief Executive Officer (CEO), the Finance Manager is responsible for leading the Finance Team, and for partnering with leaders to provide trusted advice in the areas of budgeting, funding, financial forecasting, and improving the impact, and understanding, of financial reporting on agency performance. As part of the role of a Finance Manager, the incumbent is also responsible for sharing leadership feedback and helping leadership concerns, and for acting as a solutions broker who can help “triage” leadership issues and bring the right people together to help find a solution.

In consultation with the CEO and the Senior Leadership Team, they shall identify, review, update, and implement finance policies and procedures to ensure strategic alignment with corporate mission, values and goals.

At LLGAMH, we are committed to living our values: ***Integrity, Compassion, Accountability, Respect, and Equality (ICARE).***

MAJOR RESPONSIBILITIES

In addition to such other duties as may from time to time be assigned, and consistent always with the prescribed practices, procedures, and policies of the department and the agency, the incumbent shall under the direction of the CEO:

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Main Office 25 Front Ave. W Brockville, ON K6V 4J2	Delta 18 King St. Delta, ON K0E 1G0	Gananoque 23 Mill St. Gananoque, ON K7G 2L5	Kemptville 2671 Concession Rd. Kemptville, ON K0G 1J0	Prescott 2652 County Rd. 2 Prescott, ON K0E 1T0	Smiths Falls 179 Elmsley St. N. Smiths Falls, ON K7A 2H8
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Team Leadership and Operations Management

- Recruit, hire, schedule, promote, performance manage, mentor, develop, support, discipline, budget/resource manage, and terminate direct reports as required.
- Coach direct reports to ensure that continuous quality improvement initiatives are incorporated into day-to-day activities to improve organization effectiveness and build a highly engaged and productive workforce.
- Develop, implement, communicate, and execute performance targets and measures by conducting regular performance appraisals and providing ongoing coaching, monitoring, evaluating, and feedback.
- Ensure strong intra-departmental collaboration.
- Keep up-to-date and advise on industry trends and developments.
- Act as the finance representative for internal and external committees and special events.

Finance

- Develops strategic financial plans and annual operating and capital plans. Provides leadership in the development, implementation, evaluation and revision of short- and long-term strategic plans, goals and objectives for their respective portfolio. Oversees long-term budgetary planning and costs management in alignment with the organization's strategic plan.
- Ensures the integrity of financial data and implements and manages effective and efficient internal controls systems to safeguard assets without compromising operational efficiency and flexibility.
- Ensures the accuracy, completeness, and timeliness of financial reporting, by overseeing internal financial statement reporting, management reporting and external financial reporting to the Ministry of Health and LTC and required statutory reporting and regulatory filings.
- Performs financial analysis and forecasting and monitors the use of financial resources.
- Oversees the treasury functions and cash management functions.
- Partners with the divisional Managers in evaluating and assisting with the development of financial plans.
- Directs annual external financial statement audits.
- Directs corporate accounting processes and ensures reports comply with regulatory standards and practices. Ensures accurate and timely records of accounts payable,

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CAREER OPPORTUNITY

accounts receivable, fixed assets, general ledger, payroll sub ledger and banking transactions.

- Provides oversight to agency in the development and execution of annual operating and capital budgets. Ensures all statistical reporting and workload measurement requirements are met in a complete, accurate and timely manner.
- Oversees development and administration of departmental budgets in partnership with managers and staff in programs. Reviews budget expenditures and variances on a regular basis with financial analyst and management team.
- Proposes reallocations in operational and capital resources in light of changing priorities.
- Ensures programs meet the accountability guidelines (MSAA) established by the Government through practices developed and implemented by the organization.

Relationship with Board

- As a member of the Senior Management Team, attends meetings of the board and committees as required. Participates in discussion related to finance and accounting programs.
- Prepares scorecard outlining key metrics in programs at LLGAMH.
- Develops strategic measures for board oversight of programs.

THE FINANCE MANAGER WILL HAVE:

Education and Experience

- Minimum Bachelor's Degree in Business Administration, Accounting or related field.
- CPA designation is preferred.
- Minimum of five (5) years of accounting experience.
- Demonstrated strategic experience with an executive team.
- Experience of Healthcare Financial Management in a unionized environment preferred.
- Working knowledge of Ministry of Health and Long Term Care (MOHLTC) reporting.
- Knowledge and demonstrated experience with Ontario Hospital Reporting Standards (OHRs).
- Ability to facilitate and adapt to change in a fast-paced environment.
- Ability to multi-task.
- Excellent interpersonal, oral and written communication skills.
- Ability to manage deadlines ability to analyze and interpret complex data.
- Strong leadership and team development skills.

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- Advanced computer skills; MS Office (Excel, Word, etc.) accounting software, business intelligence and other reporting tools.
- A leadership and management style that is innovative, energetic, honest, participatory, empowering and enabling, as well as a talent for team building. Commitment to service excellence and continuous quality improvement.
- Proven ability to build collaborative working relationships with internal and external stakeholders; encourage a consultative team approach among departments; motivate, mentor and inspire positive/enthusiastic attitudes among staff; reputation for integrity and championing corporate values.
- Excellent interpersonal, communication, presentation, coaching, mediation and negotiations skills.
- Effective organizational, analytical and problem-solving skills.
- Computer proficiency and familiarity with Financial Management systems.
- Experience working with volunteer Board of Directors is an asset.
- Exceptional communication skills, both oral and written.
- Organizational skills and flexibility to meet competing pressures.
- High level of independent decision-making ability is required.
- A clear understanding of and ability to demonstrate professional ethics, boundaries, and judgement.
- A commitment to safety, quality, and professionalism.
- Above average proficiency with computer applications such as Microsoft Word, Excel, and Outlook.
- A valid Ontario Driver's Licence.
- Satisfactory criminal reference check.
- Proof of COVID-19 Vaccination.

Preferred Qualifications

- Formal management experience.
- LEAN Certification.
- Recent experience in negotiations and collective agreement bargaining.

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