

## Manager, Finance

Full time, Permanent

### eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 53 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

## Manager, Finance

### Position Summary

The Manager, Finance will report to the Head of Finance and Administration and will provide support to the day-to-day financial operations functions of eCampusOntario. The role will also actively participate in Finance-led strategic programs including annual budgeting exercise, quarterly forecasting and year-end audit activities. This role will also provide supervision to 3-5 employees.

### Accountabilities, Duties and Responsibilities

The Manager, Finance will be responsible for:

#### Financial Management:

- Leading the day-to-day operations of the finance team and ensuring the efficient and effective management of eCampusOntario's finance functions.
- Overseeing payroll, procurement, and finance including accounts payable, accounts receivable, general accounting and purchasing.

- Ensuring the integrity and operability of the core financial structure in the Finance system (i.e. NetSuite) and planning and managing projects relating to general ledger structure and design, development and maintenance of the system and business processes.
- Ensuring security of funds and accurate account coding and entry to accounting system.
- Providing timely, accurate and clear financial reports to the Head of Finance and Administration for review and approval to report to Chief Executive Officer (CEO), Senior Leadership Team, Board of Governors and Funder.
- Regularly monitoring and providing reporting on cash flow to the Head of Finance and Administration to ensure the positive cash position of the organization.
- Providing leadership and extensive support to the procurement and financial operations.
- Overseeing the processing of employee expense reports in a timely manner and in accordance with policies.
- Overseeing management of the incoming and outgoing bank transactions including wire transfers and Electronic Funds Transfer (EFT) payments.
- Reviewing and approving the monthly bank, credit card and other balance sheet accounts reconciliations process.

#### **Financial Budgeting and Reporting:**

- Leading the preparation and setting the prioritization of all provincial monthly, quarterly, and annual financial reports and other financial reports/analyses on progress and results against financial targets.
- Leading the distribution and development of annual budget templates for the organization and maintaining accurate reporting workflows between the business units and the finance team.
- Providing guidance and direction to the business units in understanding the key drivers in budget preparations and variance reporting.
- Leading the preparation of insightful monthly, quarterly and annual financial performance analysis reports for the Head of Finance and Administration and Senior Leadership Team's (SLT) reviews.
- Providing direction, guidance, and oversight to finance team members to deliver timely financial reporting and analysis to support SLT business decision-making.
- Working closely with the Head of Finance and Administration in development of regular financial reports to the CEO, Board of Directors and Finance and Audit committee that consist of a Statement of Financial Position and consolidated and unconsolidated Statements of Operations containing the month, quarter and year-to-date (YTD) projections and actuals, with both percentages and dollar value variances.
- Providing insightful commentary and analysis to the Head of Finance and Administration in creation of the combined financial narrative report for the CEO and SLT budget-holder narrative submissions and a summary outlining the status of the organization and any current and/or anticipated changes in the financial position.
- Managing the preparation of field reports and schedules for the annual year-end audit exercise including on-site assistance when necessary.

- Providing guidance and leadership to the finance team in the completion of all year-end adjustments as required.

#### **Financial Control and Risk Management:**

- Collaborating with the operational business units and the Information Technology Services department on issues and changes for review in support of overall organization insurance coverage (Director and Officer, General Liability, Property Insurance, Cyber Security and others as required).
- Maintaining professional conduct, confidentiality, and ethical standards.
- Coordinating the creation of templates and reporting with the operational areas in creating and responding to organizational risk management plans.
- Supporting the Head of Finance and Administration in developing, implementing and monitoring internal controls and financial policies.
- Supporting the Head of Finance and Administration in monitoring compliance to internal financial controls to ensure that the organization is protected from risk.
- Overseeing the monthly, quarterly and annual reporting of all statutory requirements of the organization are met on a timely basis including government remittances and applicable taxes (examples include GST, HST, EI, EHT) ensuring accuracy and drawing attention to monthly outliers.

#### **Payroll:**

- Overseeing the processing of the semi-monthly payroll ensuring accuracy of calculations of wages, benefits and deductions and compliance with federal and provincial regulations.
- Ensuring accurate accounting and reporting on all payroll related costs to the finance general ledger and providing oversight on troubleshooting issues as they arise.
- Recommending improvement to processes, procedures, and workflow to create efficiencies.
- Providing backup to the Operations Controller, Finance in processing payroll, as needed.
- Leading the annual payroll year end closing and T4/T4A issuance.

#### **Procurement:**

- Overseeing day-to-day procurement operations and ensuring the procurement policies and internal controls are implemented and adhered to and in line with the Broader Public Sector Accountability and the Procurement Directive requirements.
- Having in-depth knowledge of procurement and providing extensive support to the Procurement team.
- Overseeing the implementation and adherence of effective record keeping of all financial documentation, inventory, leases, contracts, and agreements.
- Overseeing the maintenance of the accounting database for the organization and supporting the daily maintenance of the automated back-up process automatically/daily.

**Administration:**

- Providing day-to-day support for in-person operations of the eCampusOntario office, when open.
- Liaising with internal and external stakeholders for smooth administration of hybrid operations.

**Education, Professional Designations and Development**

- Bachelor's degree in Accounting or Finance.
- Chartered Professional Accountant (CPA) designation required.

**Experience**

- Six (6) years of experience with a combination of 3 years' people management responsibility, and 3 years' experience supporting full-cycle accounting operations.
- Experience in Broader Public Sector Procurement required.

**Skills**

- Superior attention to detail, excellent communication (written and verbal), insightful analytical perspective.
- Experience in the Not-For-Profit sector is a strong asset.
- Must have interpretive understanding of the application of the Ontario Broader Public Sector Accountability directive.
- Commitment to customer service essentials.
- High-level initiative and problem-solving skills.
- Proficiency with accounting software such as NetSuite or other Enterprise Resource Planning (ERP) Systems.
- Advanced proficiency with Microsoft Office Suite.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples.

## Application Process

Candidates are invited to email us at [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca) (subject **Manager, Finance**) with a Cover Letter and Resume attached as a **single PDF file**, titled “**Last Name, First Name.pdf**”.

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter. The base salary range for this position is \$91,900.61 – \$114,876.81 CAD. The range displayed on each job posting reflects the target for new hire salaries for the position; within the range, individual compensation is determined by job-related skills and knowledge, and relevant experience.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

**Posting will remain open until filled.** We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

### Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

### Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca)

### Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities.

**For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>**