



Ottawa Humane Society Job Description

Job Title:	Manager: Finance and Administration
Reports to:	Director: Central Services

JOB PURPOSE

The Manager: Finance and Administration is responsible for payroll, budgeting, financial reporting and analysis, and internal controls for the Ottawa Humane Society (OHS)

DUTIES AND RESPONSIBILITIES

- Maintain the financial records of the organization
- Prepare monthly financial reports and variance analysis
- Prepare annual and quarterly reporting
- Oversee all aspects of payroll and required reporting
- Manage the A/P and A/R functions
- Ensure that disposition of funds is in accordance with the direction of the fund source or donor
- Create and implement adequate financial controls
- Coordinate, prepare and ensure adherence to OHS budget
- Ensure appropriate tracking of capital assets
- Ensure compliance with all regulatory requirements
- Manage and oversee annual audit and other audits as required
- Report to monthly finance and audit committee meetings
- Develop, implement, evaluate and ensure adherence to finance policies and procedures
- Provide advice and assistance to other managers, Directors, CEO, and OHS Board and committees as required
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures, plans and collective agreement
- Maintain a comprehensive knowledge of updated payroll and Employment Standards Act legislation and regulations
- Produce and maintain accurate reports, records, and files
- Manage department administrative files and human resources documents and files
- Participate in supervision, evaluation, training, and other meetings as required
- Provide training, orientation and supervision for student, volunteer, and work placements as required
- Lead and manage department staff including orientation, training, performance management, and daily supervision


- Hire, fire and discipline staff in consultation with the Manager: Human Resources and Director: Central Services
- Be familiar with and ensure compliance with all health and safety policies and procedures
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Participate in public relations and promotional activities as required
- May be required to assume some of the responsibilities of the Director: Central Services

QUALIFICATIONS

- CPA designation
- A minimum of three years' experience in financial management
- A minimum of one year's experience overseeing payroll
- A minimum of a year staff management experience
- Experience with HRIS/Payroll systems - ADP Workforce Now preferred
- Experience with Financial Edge is an asset
- Proficiency in Microsoft Office Suite, advanced Excel required
- Full professional proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may be required to work occasional evening, holiday and weekend shifts
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date approved:	July 2022
Last reviewed:	