



INCOME SECURITY ADVOCACY CENTRE
Centre d'action pour la sécurité du revenu

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FINANCE AND ADMINISTRATION MANAGER

The Income Security Advocacy Centre (ISAC) is a community legal clinic that specializes in advancing income security for Ontarians living with low-income. ISAC's work includes pursuing test case litigation, developing law reform initiatives, community organizing and providing community legal education. Visit us at www.incomesecurity.org.

ISAC is seeking a full time Finance and Administration Manager. This is a permanent, full-time position located at ISAC's downtown Toronto office. The preferred start date is February 10, 2025.

WHAT YOU'LL DO

As part of the management team, the Finance and Administration Manager works to oversee the organization's financial processes, and is responsible for the day-to-day finance and administration of the organization. They will establish and maintain operational excellence in accordance with the strategic direction set by the Board and executed in a manner consistent with ISAC's mission and vision.

This position reports to the Executive Director. Candidates must be able to work flexible hours, including some evenings and weekends. This position works primarily from our office at 55 University Avenue, with opportunity to work from home on occasion, subject to the needs of the organization.

KEY RESPONSIBILITIES:

Financial Management

- Oversees, manages and monitors program budgets, including financial management and forecasting
- Ensures financial controls are in place
- Ensures compliance with legal requirements related to financial management, for example Canada Revenue Agency and Legal Aid Ontario requirements, etc.
- Meets requirements related to payroll, employee benefits, RRSPS, government taxes, etc.
- Ensures quarterly and annual reporting requirements to LAO are met and delivered on time
- Oversees annual financial audits
- Manages accounts payable and receivables

Operational Leadership

- Ensures smooth operations through cohesive use of administrative and IT resources across the organization, implementation of effective and efficient internal systems and procedures
- Ensures compliance with legal requirements, for example related to privacy, accessibility, health and safety, etc.
- Liaises with other community and specialty clinics on operational and administrative matters
- Oversees maintenance and storage of administrative and legal files

Human Resource Management

- Works with the Executive Director to maintain a cohesive and positive culture
- Leads administrative aspects of staff recruitment and assessment processes for all positions
- Ensures job descriptions are accurate and reviewed and updated as required
- Collaborates with the Executive Director in negotiating and managing collective bargaining agreements
- Manages 1-2 administrative staff

Board Liaison

- Maintains current knowledge of relevant legislation and policies, ensuring compliance and advises the Board in areas of risk or concerns
- Oversees administrative support to the Board of Directors and Board Committees, including secretariat functions such as preparing Board packages, coordinating meetings, recording discussions and minute taking
- Prepares financial reports for the Finance Committee and Board of Directors
- Supports the Executive Director, the Board and staff in implementing the strategic plan
- Assists the Board in its governance role by preparing draft policies, advising on planning, policies, programs, finances, and other related matters.
- Maintains Board Orientation manual and oversees onboarding process for new directors
- Oversees Membership

Other duties as assigned.

COMPETENCIES/REQUIREMENTS:

- Post-Secondary Diploma or degree in a related field, preferably in an accounting or business field
- Minimum of 5 years day-to-day finance experience in a not-for-profit environment
- Leadership or management experience in a not-for-profit
- Computer skills using Word, Excel, Outlook, PowerPoint
- Must collaborate and work as a team with other support staff and other staff

Assets:

- Working knowledge of French
- Community Legal Clinic experience
- Experience in a unionized environment

REMUNERATION AND APPLICATION PROCESS:

This is a permanent position with an annual salary of \$74,262 - \$82,308, depending on relevant experience, plus 5.5% RRSP and group benefit package, subject to contribution and a waiting period.

Please send a cover letter and resume in one document to: melinda.ferlisi@isac.clcj.ca, by January 8th with the subject line: Finance and Administration Manager Application. We anticipate that interviews will be held the week of January 20th.

ISAC is committed to an equitable, diverse, and inclusive workforce. We encourage applications from equity seeking groups including but not limited to women, individuals of Indigenous descent, persons with disabilities, members of racialized communities, people of diverse faiths and creeds, and people of diverse gender identities or expressions.

We thank all applicants, however only candidates selected for an interview will be contacted. Candidates selected for an interview will be asked to provide two references and a writing sample in advance of the interview.