

Position Title: Finance and Office Manager
Reports To: Director of Administration and Finance
Union Affiliation: Non-Union

1. Position Summary

The Finance and Office Manager is a key member of the management team, providing leadership and oversight in financial operations and administrative functions, including direct supervision of a team of administrative professionals. Reporting to the Director of Administration and Finance, this role provides strategic and operational leadership across payroll, budgeting, vendor management, and office systems. This role ensures financial integrity, supports organizational efficiency, and leads initiatives to improve administrative processes. This position plays a vital role in maintaining a well-functioning workplace environment, including building operations and IT coordination.

2. Key Responsibilities

A. Financial Administration

- Administer payroll, including benefits, leave tracking, and compliance with CRA and provincial regulations.
- Manage accounts payable and receivable, including vendor relations, invoice processing, bank deposits and contract management.
- Reconcile corporate credit card and bank statements and other financial transactions; maintain accurate financial records.
- Assist in budget development and prepare monthly financial reports.
- Maintain digital and physical financial records in accordance with retention policies.

B. Office Administration

- Coordinate building maintenance, workplace health and safety, vendor relationships, and routine system inspections.
- Identify and implement enhancements to administrative processes for improved productivity and service delivery.
- Liaise with service providers and vendors; negotiate contracts and review terms.

C. Staff Supervision

- Supervise administrative staff by assigning tasks, providing training and guidance, supporting professional development, and addressing performance issues.

D. Other Duties

- Perform other duties as assigned by the Director of Administration and Finance to support departmental and organizational goals.

3. Qualifications

A. Education & Experience

- Bachelor's Degree or Diploma in Accounting, Finance, or Business Administration.
- Minimum of 3 years of relevant experience as a Financial Coordinator, Analyst, or in a similar role.
- Minimum of 3 years of relevant experience providing direct supervision and leadership to staff.
- Progress toward professional accounting designation is considered an asset.
- Proficiency in accounting/payroll software as well as the Microsoft Office Suite.

B. Skills & Competencies

- Leadership & Team Management: Proven ability to identify organizational needs, delegate tasks effectively, and foster a collaborative and high-performing team environment.
- Financial & Analytical Acumen: Strong understanding of accounting principles, payroll systems, and budget management, with a commitment to accuracy and compliance.
- Strategic Thinking: Demonstrated capacity to align financial and administrative processes with organizational goals, contributing to long-term planning and operational efficiency.
- Process Improvement: Skilled in evaluating and enhancing office workflows, identifying inefficiencies, and implementing solutions that improve productivity and service delivery.
- Technical Proficiency: Advanced skills in accounting/payroll software, Microsoft Office Suite, and data management tools including spreadsheets and databases.
- Analytical & Problem-Solving: Ability to analyze complex data, resolve issues independently, and make informed decisions under pressure.
- Communication & Interpersonal Skills: Excellent written and verbal communication abilities, with a professional demeanor and the capacity to build strong relationships across departments.
- Time Management & Organization: Exceptional ability to manage multiple priorities, meet deadlines, and maintain attention to detail in a fast-paced environment.
- Confidentiality & Integrity: High level of discretion and professionalism in handling sensitive financial and personnel information.

To apply, please submit your resume and cover letter to the attention of Kevin MacFarlane, Director of Administration and Finance, at careers@mahcp.ca. The posting will remain open until 4:00 p.m. on Friday, September 19, 2025.