

# JOB DESCRIPTION

## The Good Companions Seniors' Centre

<b>Job Title</b>	Finance Officer
<b>Department</b>	Finance
<b>Location</b>	670 Albert Street, Ottawa, Ontario K1R 6L2
<b>Reports to</b>	Executive Director
<b>Type of Position</b>	Full-time, Permanent
<b>Starting Salary</b>	\$74,302.05 +Competitive Benefits/Pension package, 4 weeks paid vacation
<b>Posting Date:</b> <b>July 23, 2025</b> <b>Closing Date:</b> <b>August 10, 2025</b>	<b>Starting Date: November 3, 2025</b>

**All interested applicants must submit BOTH a cover letter and resume by e-mail to Executive Director, Matthew Ottaviani: [mottaviani@thegoodcompanions.ca](mailto:mottaviani@thegoodcompanions.ca) with subject: Finance Officer**

We thank all applicants for their interest in The Good Companions Seniors' Centre, but we will only contact those external applicants selected for an interview.

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodation will be made for applicants with disabilities throughout the selection process. Accommodation will be made available for successful candidates with disabilities upon request.

## Position Overview

The ideal candidate plays a crucial role in supporting the financial operations of our organization, ensuring accuracy in financial reporting, and maintaining compliance with accounting standards. This position requires strong and professional leadership/management abilities, analytical skills, excellent attention to details and organizational skills, the ability to manage multiple tasks efficiently, and ability to meet deadlines.

## Key Tasks and Responsibilities

- Maintain accurate financial records through Sage 50 accounting software;
- Process payroll through Ceridian/Dayforce on semi-monthly basis;
- Prepare accurate and timely monthly/quarterly financial statements, variance analyses and presents to the Executive Director and Finance Committee;
- Prepare monthly bank and credit card reconciliation;
- Completion of all Ontario Health quarterly and annual reports (ARR) and reports for other funders (United Way, Ministry of Seniors, City of Ottawa) and CRA-Registered Charity Return T3010;
- Managing company benefits, pension, pension adjustments, personnel/HR files, and attendance management system;
- Supervising and providing direction to the Finance Assistant and Finance Volunteer;

# JOB DESCRIPTION

- Prepare annual financial audit supporting documents and collaborating with the external auditors;
- File HST and WSIB returns and completes annual reconciliation for WSIB, EHT, Public Sector Salary Disclosure;
- Oversees and verifies day-to-day transactions, accounts payable, accounts receivable;
- Assists our Executive Director in preparation of annual internal budgets and to the funders;
- Leads monthly departmental budget meetings with key members of the leadership team; and
- Preparing bank deposits and periodically taking to the bank—car is required.

## Qualifications

### Education

- A degree or diploma in Accounting, Finance, CPA designation considered as an asset

### Experience

- Minimum of 5 years of experience in full accounting cycle, preferably in non-for-profit organization, Proficiency in Sage 50, Advance knowledge of Microsoft Excel, Word and other Microsoft applications.

### Operational Requirements

- Negative Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate, required annually; and
- Additional mandatory training as required.

### Abilities

- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, 2SLGBTQIA+, multicultural populations);
- Understanding of needs, interests, and concerns of older adults; ability to work in high demand and multi-task situations; ability to assess situations and make decisions; ability to coordinate workload and meet deadlines; and
- Bilingualism (English and French) is considered an asset.

## Working Conditions

- 35-hour work week;
- Time in-lieu of over-time worked; and
- Ability to work occasional scheduled evenings and weekends.

## Disclaimer

*This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required. Due to the changing nature of the work and the work to be done, the job specifications may be changed or altered as required. The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.*