

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2025-156**

<b>POSITION TITLE:</b> Senior Manager, Budgeting	
<b>DEPARTMENT:</b> Finance	<b>STATUS:</b> Regular Full-Time, Non-Bargaining Unit
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> N/A
<b>REPORT TO:</b> Chief Financial Officer	<b>SALARY RANGE:</b> \$79,500 to \$92,300
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** Reporting to the Vice President and Chief Financial Officer (CFO), the Senior Manager, Budgeting is responsible for leading the fully compliant finance functions at The Neighborhood Group Community Services (TNGCS). This includes the accounting, maintaining financial records according to legal requirements, budgeting, funding applications, financial statements, payroll accuracy and consistency with approved budgets, completing annual government returns, handling and monitoring receipt of income and disbursements, investment plans and strategies, expenditures report, and development of financial awareness in staff and board members. TNGCS is a multiservice agency serving vulnerable and marginalized people of all ages across the Greater Toronto Area offering more than 50 programs and services that must operate smoothly during the year. The Senior Manager Budgeting works closely with VPs, Program Directors and Managers across the entire Organization on ensuring Funders' deliverables are submitted in accordance with approved budgets and deadlines.

### MAJOR DUTIES:

- Provide context, support, and advice across program areas to staff, senior leadership, and the board Finance Committee to enable clarity and the successful approval of relevant budgets, forecasts or plans.
- Structure and oversee the monthly, quarterly, and annual production of financial statements and reports as needed by internal and external stakeholders and funders.
- Lead and manage the development and dissemination of budgets and forecasts.
- Support the creation and evolution of multi-year forecasts to support future planning and strategic plan development.
- Conduct financial analyses, as needed, to complete activities described above.
- Oversee accounting operations, enabling the timely and accurate completion of accounting entries. Ensure issues are resolved in an efficient and effective manner.
- Ensure accounting activities align with accepted accounting principles and standards.
- Complete required reconciliations and analysis to ensure integrity with accounting data that meet funders requirements and agreements.
- Working with IT as needed, help ensure accounting system technology is effective and efficient and meets prescribed needs.
- Help coordinate the exploration of alternative accounting approaches as needed
- Ensure financial, tax and other key regulatory filings are developed, reviewed and accurate before remitting to relevant authorities.
- Work to ensure appropriate internal controls are established and maintained and are consistent with relevant policies; where relevant policies are absent or deficient, work to improve and adopt.
- Lead external auditors in the enterprise-wide annual audit and any program or sub-audits that might occur. These program or sub-audits or special audits such as the audit of the specific program that is required by a funder.
- Ensure sufficient cash liquidity to meet obligations; develop and employ models as needed. Execute any needed checks and reconciliations to ensure the integrity of cash balance estimates.
- Support the CFO in the management of investments in line with approved policies and practices in place at TNGCS; work to evolve investment policies and practices as needed.
- Works with the Director Trustee Hub and EDI on matters related to Trustee Hub grantees.
- With the support of the CFO, lead enterprise risk management activities, ensuring a robust monitoring and reporting system exists for a wide range of relevant risks. Ensure senior leadership participation and senior leadership and board buy-in with risk reporting.
- Oversee the hiring, mentoring, training, and management of an experienced, talented, and highly professional team that is well prepared to meet the ongoing opportunities and challenges at TNGCS. Work with the CFO to create succession plans as needed for the team.
- Align with TNGCS's values, and guide decisions and actions accordingly.

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement

- Identify and implement process improvement activities to help enable enhanced efficiency and efficacy.
- Other duties as assigned

#### **REQUIREMENTS & QUALIFICATIONS:**

- Master's degree in finance, business administration, accounting, or an equivalent field or equivalent education and experience.
- Master's degree an asset.
- Professional accounting designation (CPA) is required.
- Minimum 7 years of related experience in a Senior Finance leadership role preferred. Minimum 5 years of related experience working in a Senior Finance leadership role – supporting all/most of the functions described above.
- Proven success in leading and advancing a highly skilled professional team.
- Strong working knowledge of relevant accounting standards, regulatory requirements, payroll systems; knowledge of best practices with cash management, planning, investment management and policy development.
- Not for profit unionized environment experience is highly desired, including experience dealing with provincial and federal agencies and major funders such as the United Way, Ministry of Health, City of Toronto, Provincial and Federal Government Agencies
- Superior communication skills.
- Leadership ability to motivate staff and foster a positive team environment.
- Strong negotiating, coaching, influencing skills.
- Excellent time management abilities. Possess excellent organizational skills to schedule people and/or tasks with sensitive time constraints and limited resources.
- Excellent attention to detail.
- Good working knowledge of relevant IT systems that support finance/accounting, payroll, and related functional areas; knowledge and experience with finance system.
- Strong staff supervisory skills including knowledge of collective agreement administration and interpretation, labour relations principles and practices, and relevant employment legislation.
- Strong analytical and problem-solving skills and the proven ability to plan, develop and execute creative approaches to complex financial issues.
- Demonstrated ability to lead and support continuous improvement.
- Above average emotional intelligence.

**To apply, submit your resume with "TNG2025-156" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**