

Internal/External Posting



Finance Manager, Finance

Permanent Full Time Position: 35 hours per week

Expected Start Date: August 25, 2025

Salary Range: \$66,800 - \$81,086 per year (\$36.70 - \$44.55 per hour)

Organization Background

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

Our organization is grounded in principles of health equity, and we are committed to delivering services and programs through an anti-racism, anti-oppression lens. We strive to create a healthier community by putting people first and addressing systemic barriers to care.

Job Summary

At the heart of our work is an interdisciplinary approach that delivers holistic, community-based care – with a strong focus on individuals who experience barriers to accessing health services. Our team is deeply committed to inclusivity and works within the social determinants of health framework, emphasizing prevention, health promotion, and client education.

The Finance Manager plays a key role in supporting the financial health and sustainability of the organization. Reporting to the Finance Director, the Finance Manager oversees day-to-day financial operations, including accounts payable, general ledger maintenance, payroll processing, and financial reporting. This position supervises the Accounts Payable Associate and the Accounting/Payroll Associate, ensuring accuracy, compliance, and efficiency in all financial processes.

The incumbent ensures that the organization adheres to all relevant policies, legislative requirements, and procedures in accordance with Generally Accepted Accounting Principles (GAAP) in Canada.

Primary Responsibilities

Financial Operations & Oversight

- Review cheques prepared by the Accounts Payable Associate to ensure invoices are properly coded, authorized, and posted to the correct general © all funding or donations are posted to the correct funding accounts.
- Manage and reconcile organization credit cards and process payments.
- Oversee an accurate and timely payroll function, ensuring compliance with relevant legislation, policies, and procedures.
- Supervise and review bi-weekly payroll processed by the Accounting/Payroll Associate.
- Prepare bi-weekly payroll journal entries to ensure payroll expenses are accurately posted.
- Ensure timely remittance of pension contributions, and other employee benefits.
- Prepare and post journal entries and perform month-end and year-end closing procedures.
- Produce monthly, quarterly, and annual financial reports for funders and grantors; respond to financial inquiries from staff and funders.
- Prepare annual filings, including WSIB, EHT, CRA, and Charity Information Returns.
- Complete annual property tax rebate applications.
- Maintain the chart of accounts.

- Develop financial statements for new programs and adapt existing statements to meet user needs.

Supervision & Staff Management

- Supervise and provide direction to the Accounts Payable Associate and Accounting/Payroll Associate.
- Conduct performance evaluations, provide mentorship and training, and support professional development.
- Review and approve work completed by team members to ensure accuracy, completeness, and compliance.

Compliance & Audit Support

- Ensure compliance with all federal, provincial, and municipal financial regulations.
- Assist in the development and monitoring of the annual organizational budget.
- Support preparation of audit schedules and documentation for external audits and funder reviews.
- Assist the Finance Director in maintaining effective internal controls.
- Act as a backup for the Finance Director and other team members during absences.
- Perform other related duties as assigned.

Process Improvement & Collaboration

- Assisting in the review and development of financial policies and internal controls.
- Identify and recommend improvements to financial processes to enhance efficiency and effectiveness.
- Collaborate with program, development, and operations staff on financial planning and grant management.
- Contribute to financial system upgrades and the implementation of new technologies.

Required Qualifications

- Bachelor's degree in Accounting or Finance; CPA designation or near completion strongly preferred.
- Minimum of 5 years of progressive accounting experience, including at least 2 years in a supervisory role.
- Demonstrated experience supervising staff.
- Strong understanding of Canadian GAAP, fund accounting, and non-profit financial regulations.
- Experience working in a non-profit organization is highly preferred.
- Proven ability to build effective working relationships across departments.
- Demonstrates strong professional ethics and values aligned with the organization's mission.
- Excellent written and verbal communication skills.
- Strong organizational and project planning abilities.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Comfortable working with diverse individuals and departments across the organization.
- Flexible, solution-focused, and resilient under pressure.
- Demonstrates initiative and works well independently and as part of a team.
- Eagerness to learn and grow professionally.

What We Offer

For qualifying full-time and part-time employees and pro-rated to full time equivalent:

Comprehensive Health & Wellness Coverage

- Extended health and dental: coverage for prescription drugs, vision, health practitioners and more
- Group life insurance
- Employee Assistance Program (EAP): free, confidential support
- Healthcare discounts via Altum Health for services like massage therapy and physiotherapy
- Free access to **Calm** (meditation, sleep stories, self-care tools) and access to employee engagement platform **Motivosity**
- 4 weeks of vacation to start plus paid sick days
- 11 paid statutory and organizational holidays
- Pension: membership in the **Healthcare of Ontario Pension Plan (HOOPP)**

Growth, Purpose & Community Impact

- Paid orientation, ongoing training, and professional development opportunities
- On-site and e-learning, plus access to course fee support
- Opportunities to serve diverse communities through inclusive, client-centered care
- Collaborative work environment focused on innovation and continuous improvement
- Active involvement in internal/external committees and community partnerships
- A workplace committed to equity, diversity, and removing barriers to accessibility

LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups. Requests for accommodation due to disability can be made at any stage in the recruitment process.

Please send your resume with a cover letter to **Human Resources:**

Email Address	recruiting@lampchc.org
Subject	Job Opening for Finance Manager, Finance
Internal Deadline	5:00 pm on Tuesday, July 22, 2025
External Deadline	5:00 pm on Tuesday, July 29, 2025

We thank all applicants for their interest. However, only those selected for interviews will be contacted. No phone calls please.