



Ivan Franko Homes

JOB POSTING

Department: Finance

Position: Finance Department Supervisor

Status: Permanent, Full-Time

Job Location: 3058 Winston Churchill BLVD, Mississauga, Ontario, L5L 3J1

Closing Date: November 21, 2022

About Us

Ivan Franko Homes is an ethno-specific organization that provides care to seniors of Ukrainian heritage in both long-term care and assisted living settings. It offers loving, dignified environments and a home for seniors who need care 24 hours a day, 365 days a year. Ivan Franko Homes believes in the inherent dignity and worth of the resident and in the right of all residents to live their lives to the fullest extent. Our goal as an organization is to optimize residents' overall health and wellness and enhance their quality of life.

Job Overview

Reporting to the Director of Finance, the successful candidate will be responsible for supervising and controlling financial functions including general ledger, accounts payable, accounts receivable, and cheque processing. The Finance Supervisor will also be responsible for ensuring that all financial duties are completed in accordance with established policies, standards, and related government requirements including the Ministry of Health and Long-Term Care.

Job Responsibilities:

- Manage the day-to-day financial activities of Ivan Franko Homes
- Ensure timely, accurate posting of accounts receivable, accounts payable, and all other accounting data (AR and AP batches prepared by the bookkeepers)
- Complete required monthly accruals and journal entries in the accounting system
- Perform monthly bank reconciliations for all accounts at IFH's financial institutions
- Establish, maintain and reconcile the general ledger. Analyze and review detailed general ledger for all expenditure accounts. Investigate and explain all variances.
- Produce resident statements monthly and review them for accuracy
- Manage accounts receivable and ensure all funds owed are collected
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Ensure reconciliations of official income tax receipts issued to donations are recorded in the accounting system



- Process donations received through electronic platforms
- Enter payroll information in the accounting system on a bi-weekly basis
- Balance EHT, WSIB, Receiver General, monthly accruals, and prepaids
- Prepare and file HST refund claims with the CRA and other CRA reporting as required
- Prepare Ministry of Long-Term Care reports as required throughout the year
- Support the preparation of Ivan Franko Homes' internal reporting (trial balance and financial statements, budgets etc.).
- Support the coordination of the annual audit (including preparation of working papers and assisting auditors as needed).
- Ensure that all monthly journal entries are completed accurately and in a timely manner
- Provide the CEO and Administrators of both Homes with the financial information they require
- Coordinate and ensure the implementation of proper internal controls and practices
- Support the Director of Finance with her responsibilities to Ivan Franko Homes

Key Qualifications:

- Bachelor's degree in Accounting or Finance
- Minimum 3 years of experience in a finance role (within a health care setting is preferred)
- Knowledge of Microsoft Great Plains is an asset
- Excellent knowledge of mathematics, accounting, and finance principles
- Excellent written and verbal communication skills
- Strong attention to detail
- Deadline-oriented and inquisitive, with great follow-up and strong reporting and analytical skills
- Responds well under pressure with a strict time limit
- Able to work on long-term strategy plans as well as day-to-day tasks
- A passion for elderly care and the senior living environment
- Adept at managing tasks and balancing priorities
- Strong experience with MS Office
- Able to work both autonomously and as a team member in a dynamic, complex environment and organize time and workload effectively with demonstrated problem-solving ability
- Current vulnerable sector screening (criminal background check) will be required

Please forward your cover letter and resume to

Tatiana Tonkovich

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