



40 Bell Estate Road, Scarborough, Ontario M1L 0E2 TEL: 416-422-4890

JOB POSTING: DIRECTOR OF FINANCE

Location: Scarborough, ON

Organization: Ina Grafton Gage Home

Department: Finance

Reports To: Director of Finance, Michael Garron Hospital (Management Services Provider to IGGH)

Status: Full-Time

Work Location: In Person

JOB OVERVIEW

Ina Grafton Gage Home (“IGGH”) is not-for-profit organization that operates a 4-storey, 128-bed long term care home with special care services. IGGH is dedicated to providing compassionate, high-quality care to our residents. The Finance Department plays a critical role in supporting this mission by ensuring financial integrity, transparency, and strategic stewardship of resources.

We are seeking a Director of Finance to oversee the finance operations. The Director of Finance is responsible for all aspects of financial accounting, reporting, budgeting and controls, and payroll. In addition, the role will also lead external financial statement audits and advise on corporate accounting policies. The Director of Finance will oversee all relevant government reporting and compliance in a highly regulated sector.

The Director of Finance will work closely with senior management to provide insights and recommendations based on financial data. This position will have two to three direct reports. IGGH is supported by Michael Garron Hospital through a management services agreement; accordingly, the Director of Finance reports to the Director of Finance at MGH.

KEY RESPONSIBILITIES

Financial Operations and Reporting:

- Provide leadership and best practices for the effective management and operational performance of the finance functions.
- Prepare monthly, quarterly, and annual financial statements and reports to all stakeholders.
- Direct corporate accounting processes and ensure reports comply with regulatory standards, generally accepted accounting principles (GAAP) for not-for-profit organizations and best practices.
- Direct effective management and control over Resident Trust Accounts.
- Conduct variance analysis to understand discrepancies between budgeted and actual financial performance. Monitor expenditures to ensure alignment with budgetary constraints and work with department managers.
- Oversee the treasury and cash management functions.
- Maintain accurate financial records and ensure proper accounting practices are followed.
- Oversight of accounts payable and receivable processes as well as the payroll process.
- Coordinate external audit, ensuring all financial records are prepared for review.
- Ensure all statutory requirements of the organization are met and remitted.

- Ensure all reconciliations are completed.
- Prepare and submit all financial and statutory reports for Ministry of Long-Term Care financial reporting requirements, including Annual Reconciliation Reports, occupancy reports and staffing reports.
- Drive continuous improvement initiatives while working with the departments to establish, review, and implement policies and procedures to ensure regulatory compliance.
- Establish and maintain strong internal controls to safeguard organization assets, prevent fraud and ensure the accuracy and integrity of financial data.
- Continuously seek opportunities to streamline financial processes, enhance reporting accuracy, and improve overall efficiency with the finance function.

Financial Planning:

- Develop and manage the annual budget.
- Work with department managers throughout budget development.
- Assist, from a finance perspective, in preparing funding applications.
- Oversee capital budgeting, asset management, and long-term financial sustainability planning.

Accounts Payable/Accounts Receivable/Payroll

- Ensure payments are made and received by vendors in a timely manner.
- Ensure that amounts due from residents are billed and collected promptly.
- Ensure that robust payroll processes support the accurate and timely payment of staff and are in compliance with regulatory requirements.
- Address escalated payroll, AP and AR related issues and changes.

General Leadership Accountabilities

- Lead modernization of finance processes, systems, and reporting to support IGGH's strategic priorities.
- Lead, mentor, motivate and manage team members, fostering a collaborative, inclusive team environment that reflects the values of IGGH.
- Contribute to and support the development and execution of IGGH's overall strategy vision, mission, and strategic priorities through cross-departmental collaboration.
- Collaborate with the executive team to develop financial strategies and identify opportunities for cost optimization and revenue growth.

QUALIFICATIONS

Education

- Bachelor's degree in Finance, Accounting, Business Administration or related field
- CPA designation

Experience

- Minimum of 5 years of financial management experience, preferably in the healthcare or long-term care sector
- Experience in budgeting, forecasting, and financial analysis

Skills

- Strong accounting skills and knowledge of generally accepted accounting principles
- Excellent communication and interpersonal skills
- Proficiency in financial software and Microsoft Excel
- Strong analytical and problem-solving skills
- Ability to work collaboratively with diverse teams and stakeholders

Knowledge

- Understanding of healthcare financing, funding models, and regulations relevant to long-term care in Ontario

EXPECTED SALARY

- \$120K - \$130K per year

HOW TO APPLY

- Ready to apply? Submit your application through [Indeed](#).