



Young Adult
Mental Health
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THE FUTURE OF MENTAL HEALTH



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Accounting Manager (Stella's Place)

Finance · Toronto, Ontario

"Immediate for Hire"

Stella's Place program integrates DBT, peer support, trauma-informed care, anti-oppressive practice, and anti-racism. Skilled clinicians and peer ambassadors facilitate our counselling and group programs. We aim to create a culture where young adults can feel validated, seen and represented.

We seek an **Accounting Manager**.

The Accounting Manager supports the Executive Director ("ED") and the management team. The position is responsible for preparing and ensuring accuracy of financial reports, ensuring compliance with established accounting standards and procedures, establishing, and maintaining internal controls, as well as ensuring the safe and smooth operation of the Centre's facilities and ensuring compliance with applicable government's policies and standards.

Start Date: Immediate

Work Location: Toronto - Hybrid

This full-time position works 40 hours per week, Monday to Friday 9AM to 5PM

Salary & Benefits: \$70,000 - \$80,000 per year

Stella's Place offers a generous health and vacation package, including comprehensive medical, dental and vision benefits, three weeks of vacation and 15 health days annually. Vacation increases after one year of service.

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults as we seek breakthrough innovations that benefit our community and society as a whole.

We also value:

- Inclusiveness, diversity, and equity
- Accessibility and a sharing of knowledge
- Creativity along with a strengths-based approach

The Accounting Manager has non-profit accounting experience, you apply your skills to deliver high-quality accounting and financial support services. You are dedicated to uncompromising ethical standards and transparency, collaborate well with others, and have a customer-first attitude. Your curiosity, love for learning and process-thinking enable you to develop and streamline processes. You are a hands-on practitioner and detail-oriented self-starter.

Responsibilities for this position include:

Accounting/Finance:

- Responsible for full cycle accounting, including all accounts payable and accounts receivable functions, general ledger, and deferred revenues
- Oversee office equipment management through QuickBooks online
- Manage monthly and quarterly reporting, and annual budgeting & periodic forecasting
- Perform bank, revenue, and credit card reconciliations monthly
- Monitor banking activities and cash forecasting
- Responsible for month/year-end procedures/schedules, including, journal entries and various financial reports and periodic funder reports
- Manage relationship with external auditor and provide all necessary audit schedules
- Investigate and reconcile variances, report findings
- Maintain internal controls
- Internal and external reporting through QuickBooks online
- Manage monthly/quarterly financial reports and analysis for department expenses tracking
- Maintain consistency of processes and procedures
- Process GST/HST semi-annual filing and annual EHT return
- Prepare T4's and T4A's
- Prepare T3010

Facilities:

- Develop and oversee effective preventative maintenance programs with support from the Office Administrator, ensuring proper maintenance and records, supervision of maintenance contractors, coordination of vendors and contractors, prioritization and delegation of work orders, ordering materials and supplies and responding to all forms of facility emergencies
- Provide professional advice to the senior management team on long-term strategies to protect the physical assets of Stella's Place

The ideal candidate for this position will possess the following:

- Bachelor's degree in accounting, finance, or business administration
- At least 3 years' experience in accounting or finance in a non-profit / charity setting

- CPA preferred
- Previous experience in facilities management with a firm understanding of building systems, maintenance, construction, security systems and elevator maintenance
- Skilled in time management and the ability to prioritize tasks
- Ability to work independently, motivated, and confident
- Ability to work under pressure and meet tight deadlines
- Exemplary people skills - communication, customer and colleague relations, and the ability to engage with a diverse network
- Knowledge and experience in similar industry an asset and preference will be given as such
- Experience in or knowledge of non-profit accounting, including fund and grant accounting, compliance, and reporting for a charitable organization
- Solid understanding of GAAP and applicable regulations
- Advanced experience with QuickBooks online
- Solid experience in Google Workspaces & Microsoft Office applications (e.g., Word, PowerPoint, Excel)
- Strong analytical and problem-solving skills
- Highly skilled in math, accounting, and financial processes
- Excellent communication and decision-making skills
- Superior accuracy and attention to detail

If you are interested in learning more about this exciting opportunity, we would love to hear from you! Please, click on the following [link](#).

Stella's Place is committed to having a workforce that reflects the diversity of the City of Toronto and our participants. We strongly encourage applications from racialized persons, Indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to the diversification of perspective at Stella's Place.

While we appreciate all interest, only those candidates selected for an interview will be contacted.