



Job Posting

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for a Manager, Finance and Administration

Posting #: 2022-48
Department: Finance and Asset Management
Division: Corporate Services
Reports to: Director, Finance and Asset Management
Classification: Management
Status: permanent Full-Time
Job Family: Manager
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min: \$101,997.11 Mid: \$127,496.39 Max: \$152,995.68

Summary

This position is responsible for providing leadership and support in managing all accounting functions, and financial controls of the College (CFPC) and the Foundation for Advancing Family Medicine (FAFM), as well as purchasing and facility functions, including insurance and influencing changes to financial/purchasing/facility processes and procedures, staff and resources in the unit. This position serves

as a key liaison point for CFPC cost center managers, members, staff, chapters and partners on financial performance, trends and accounting related matters. In addition, this position assists the Director in developing and maintaining the overall financial and information management strategy at the College.

Main Responsibilities

- **Financial Services:**
 - Financial Accounting
 - Budgeting and forecasting
 - Maintaining appropriate controls, methods, processes while following policies
 - Preparing/Reviewing all Finance and Audit Committee reports
 - Completing all mandatory legislative financial reporting to outside agencies
 - Preparing periodic and year-end Financial Statements for distribution to internal and external stakeholders
 - Maintaining all financial policies
 - Managing the annual and interim External Audit

- **Investment Monitoring:**
 - Managing College and FAFM's investments within established and approved Investment Policy and guidelines with the aid of the financial advisor for the College and FAFM

- **Payroll**
 - Oversee administration of College-wide Payroll and related services

- **Facilities and Operations:**
 - Working closely with Property Owners and addressing all facility issues
 - Infrastructure projects and repairs
 - Cleaning services
 - Maintenance of furniture and equipment (exclusive of IT equipment)
 - Mail/Courier Services
 - Purchasing in accordance with Purchasing Policy
 - Maintain all related policies
 - Manage applications process for various College programs including additional insurance for College projects/programs

- **Supervisory Duties:**
 - Collaborating with Human Resources to develop recruitment plans based on staffing needs, participate in internal and external job candidate selection including screening, conducting interviews, testing, and onboarding.
 - Implement staffing plans of the team/department
 - Set performance goals and project deadlines that align with CFPC vision, mission, strategic plan, and team/departmental priorities in consultation with the Director.
 - Supervise direct reports and manage the performance of individuals through ongoing coaching, feedback, and development to motivate, engage and drive a high performing team

Requirements

- Bachelor's Degree in Commerce, Administration or Accounting
- Minimum 5 years of relevant experience in a management role
- Chartered Professional Accountant (CPA)

- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English
- Verbal and written communication skills in French is strongly preferred.
- Advanced Microsoft Excel
- Intermediate Microsoft Office, Word, Power Point & Outlook
- Advanced level of analytical skills, budget management, attention to detail, project management and organizational skills

Working Conditions

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. On February 17, 2022, the Executive Team announced the decision to explore becoming a fully remote, and nationally distributed organization. We are aiming for February 2023 as the date to finalize a decision in this regard. There is much work to be done, including the assessment of which roles, if any, require in person attendance going forward. In the interim, staff work remotely (or work in our office in Mississauga). Attendance in the office and at offsite meetings is voluntary during the pandemic, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC). If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the posting# XX to: careers@cfpc.ca by 4th OCT. 2022.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity or expression. The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.