



Position Title: Manager, Finance

Position Type: Regular

Location: Mississauga, ON

Job Grade: 7

Salary Range: \$102,102.52 - \$138,660.70/year

Hours of work: 36.25 hr/week

Reporting to: Director, Finance

This posting is applicable to: Internal & External Applicants

Skilled Trades Ontario is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Conducting research** in relation to apprenticeship and the trades.

Skilled Trades Ontario (STO) is currently looking for the role of Manager, Finance who is responsible for managing financial deliverables at Skilled Trades Ontario (STO), including monthly/quarterly/annual financial statements, cash flow projections and operating budgets. This position is responsible for preparing all financial reports for various internal and external stakeholders, including management, the Board of Directors, Ministries, and auditors. This role manages finance staff and plays a critical role in managing all directives from the board and ministry. It will also support the improvement and expansion of business operations by preparing and interpreting STO's financial results.

Responsibilities:

- Manage various financial information (revenue, expenses, assets, liabilities, budget and actual, prior period and future forecast) to provide direction and support, make recommendations, and maximize the value of financial resources.
- Provide in-depth analysis, comparing actual results vs. budget, identify and analyze variances and trends, anticipate financial issues, communicate results and provide business advice and solutions to STO's leadership team.
- Manage and monitor budget allocations and expenditures to ensure allocation accuracy. Reports findings to the Director within established timelines.
- Manage all aspects of the external audit and deliverables from the auditor's client assistance package.
- Manage the planning, development and preparation of operating and capital budgets, including receiving and consolidating budget submissions from the various divisions.
- Support the senior leadership team with long and short-term business planning and analysis.
- Support the Director in developing, implementing and maintaining the financial systems and processes to ensure compliance with legislative requirements, Ministry directives, agency policies and standards of practice.
- Participate in the organization's ongoing identification, analysis and assessment of financial risk and assist in developing and implementing risk mitigation strategies, including recommendations on remedial action, training requirements and updates to current policies.
- Manage and complete Ministry reporting for the Director's review.
- Promote and cultivate a positive team-based culture within the department, providing ongoing supervision and performance management of the finance team.
- Other projects and ad hoc reporting and analysis, as required.

Qualifications:

- Post-secondary degree or diploma.
- Professional accounting designation (CPA).
- Demonstrated experience in managing or supervising a team.
- Previous public and broader public sector experience is preferred.

Knowledge of:

- Canadian Accounting Standards and frameworks (PSAS, ASPE, ASNPO) to participate in developing corporate financial planning, control and reporting policies, processes and systems, and conducting senior-level accounting services.
- Financial control applications and standards; budget development and allocation processes; capital/ revenue/expenditure analysis and reporting methods to coordinate STO's annual budget process; provide senior-level accounting analysis; and prepare financial reports for multiple users and stakeholders.

- Manage relationships, collaborate and negotiate with various staff, management, and executives, and work effectively with external stakeholders on various initiatives.
- Advanced Microsoft Excel user (V-Lookup, pivot tables, multi-step functions).

Skills include:

- Analytical and problem-solving skills to conduct in-depth financial analysis of STO accounts; ensure effective financial management/control operations in accordance with accounting rules/standards; and identify, resolve or recommend solutions related to financial management/control issues.
- Consultation and verbal communication skills to provide analysis and recommendations to the Director; provide financial information, training, support and advice to staff and management across STO.
- Superior written communication skills to prepare financial policy documents, financial reports, information summaries, briefing notes and issues management recommendations.
- Leadership and coaching abilities to manage a finance team, optimize workload among team members, and motivate and hold team members accountable as required.
- Ability to establish work priorities, anticipate issues and obstacles, and develop solutions in accordance with broad direction and detailed plans in a dynamic, fast-paced environment.

*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **5:00pm EST on February 10, 2025** to careers@skilledtradesontario.ca. Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: **STO-004-25 – Manager, Finance**. We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the STO's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the STO. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.