

Finance Manager

Parkdale Queen West Community Health Centre

Job ID

39677

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LOCATION	DATE POSTED	EXPIRY DATE	
1229 Queen St. W, Toronto, ON Ontario	14-04-2026	11-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$83,029 – \$100,466	No Experience	No degree, certificate or diploma

Job Details

ABOUT PARKDALE QUEEN WEST CHC (PQWCHC)

Parkdale Queen West Community Health Centre (the Centre) is a non-profit, community-based health organization committed to improving the health of community members, particularly those at risk for poverty and discrimination. Our multi-disciplinary approach includes primary health care, dental care, counselling, harm reduction, health promotion, advocacy, and community development programming.

The Centre is a leader in the development of inner-city health services focusing on the needs of substance users, homeless and street involved youth, adults, and families and immigrants. Parkdale Queen West CHC is a pro-choice and LGBTTTQ and 2-Sprit-positive organization committed to employment equity and anti-discrimination, with a harm reduction and health promotion framework guiding all services.

WHY JOIN PARKDALE QUEEN WEST CHC

Our vision is to create inclusive communities and responsive healthcare that lead to healthier lives. We are committed to providing and leading equitable, accessible, comprehensive healthcare for people where, when, and how they need it. Our values include client-centered care, community responsiveness, social justice, equity and access, capacity building, humility and reconciliation, and accountability.

At PQWCHC, you join a mission-driven organization that pairs vision with action. Our work is grounded in inclusivity, advocacy, and compassion, and powered by teams who care deeply about their community. We offer meaningful work, committed colleagues, and the opportunity to shape organizational culture in a way that supports both people and performance. In this context, finance is a key partner in enabling equitable, responsive, and sustainable community healthcare services.

As Finance Manager, you will play an important leadership role in ensuring the integrity of financial operations, supporting sound decision-making, and strengthening the systems that enable programs and teams to serve the community effectively. This is an opportunity for a finance leader who enjoys balancing hands-on operational excellence, staff leadership, payroll and reporting oversight, budget coordination, and process improvement within a mission-driven

healthcare environment.

ABOUT THE ROLE

Reporting to the Director, Finance, the Finance Manager oversees core finance operations across the Centre, ensuring the timely and accurate execution of payroll, accounts payable, accounts receivable, reconciliations, reporting, and day-to-day financial processes. The role provides direct leadership to finance staff, supports the annual budget cycle, leads elements of audit preparation, and serves as a key internal partner to managers on financial processes, reporting, and funding administration.

This position is ideal for a finance professional who combines strong technical accounting expertise with people leadership, operational discipline, and a collaborative service mindset.

KEY RESPONSIBILITIES

Lead day-to-day finance operations, including payroll oversight, accounts payable, accounts receivable, reconciliations, and financial reporting.

Oversee cash flow and treasury activities, including monitoring liquidity, supporting cash flow forecasting, and ensuring funds are available to meet operational needs.

Provide direct leadership to finance team staff, including coaching, performance feedback, professional development, and workload planning to ensure strong service delivery and team effectiveness.

Foster a high-accountability, collaborative team culture by setting clear expectations, monitoring performance, and supporting continuous learning and growth.

Ensure payroll cycles are accurately validated, adjusted, and approved within established timelines.

Oversee Dayforce payroll administration, issue resolution, year-end setup, systems troubleshooting, access support for new hires, and staff training.

Oversee tax filings and compliance requirements, including payroll remittances, HST/GST filings (if applicable), T4/T4A preparation, and other statutory reporting obligations.

Coordinate and support the Centre's annual budget cycle in partnership with the Director, Finance and internal budget owners.

Collaborate with managers and funders to support funding processes, ensuring accurate financial tracking, reporting, and accounts receivable management.

Support the annual audit process, including preparation of working papers, reconciliations, schedules, and external auditor requests.

Strengthen risk management and internal controls, identifying financial risks and ensuring robust control frameworks to support compliance, accuracy, and accountability.

Strengthen finance processes, controls, and systems to improve efficiency, compliance, and service to internal teams.

Provide financial process guidance and reporting support to managers, budget owners, and internal stakeholders across the Centre.

Serve as an escalation point for vendor payment issues, payroll inquiries, and finance systems troubleshooting.

WHAT WE VALUE

At PQWCHC, our values are the foundation of how we serve our communities—and how we support the people who make that care possible.

In this role, we are looking for a Finance Manager who brings strong judgment, integrity, collaboration, and a service-oriented mindset to every aspect of the work. Success in this position requires balancing operational rigor with responsiveness, ensuring that finance processes are accurate, efficient, and supportive of teams across the Centre.

We value leaders who foster trust, accountability, and continuous improvement within their teams. This includes creating clarity around expectations, supporting staff growth and performance, and building a culture where people feel empowered to contribute, learn, and succeed.

As a mission-driven organization, we are deeply committed to equity, accessibility, anti-oppressive practice, and community responsiveness. The Finance Manager plays an important role in ensuring these values are reflected not only in financial stewardship, but also in how the finance team partners with managers, staff, and funders across the organization. We are looking for someone who understands that strong financial leadership helps strengthen programs, support decision-making, and ultimately improve the health and well-being of the communities we serve.

SKILLS AND QUALIFICATIONS

Minimum five (5) years of progressive accounting and finance experience, ideally in healthcare, community health, or non-profit.

Accounting designation (CPA or equivalent) preferred; equivalent experience will be considered.

Demonstrated experience supervising, mentoring, or guiding staff in a finance function.

Strong knowledge of payroll administration, financial reporting, reconciliations, and fund accounting principles.

Experience supporting budget development and working with multiple funders and year ends.

Strong awareness of financial systems management, process controls, and continuous improvement opportunities.

Proficiency with QuickBooks or other electronic accounting software.

Working knowledge of Ceridian payroll products; Dayforce experience is strongly preferred.

Advanced proficiency with Excel and other MS Office applications.

Demonstrated ability to work in a fast-paced environment with strong judgment, initiative, and minimal supervision.

Excellent oral and written communication, interpersonal, and relationship-building skills.

Detail-oriented, highly organized systems thinker with strong analytical and problem-solving capabilities.

Knowledge of Ontario not-for-profit accounting practices and relevant legislative requirements.

Demonstrated respect for diversity, equity and accessibility with the ability to work collaboratively and positively with others.

COMPENSATION AND BENEFITS

Salary range: \$83,029 – \$100,466 annually, based on experience.

Comprehensive benefits package, including HOOPP pension, vacation entitlement, and professional development support.

WORKING CONDITIONS

Parkdale Queen West CHC is open Monday-Thursday (9:00 am – 8:00 pm) Friday (9:00 am to 5:00 pm).

You will be based at the head office located at 1229 Queen St W, Toronto, ON M6K 1L2, with occasional work required at different locations as necessary.

HOW TO APPLY

Interested applicants are invited to submit a resume and cover letter with the subject line Finance Manager to careers@strategisense.com until May 5, 2026. We thank all those who apply for the position, however, only those selected for an interview will be contacted. An eligibility list may be established for similar positions of various tenures and will be retained for a maximum period of 12 months.

PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's Indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights

Code and does not discriminate on the ground of records of offenses.

Our hiring process does not use artificial intelligence (AI) or automated decision making tools in the recruitment or selection process. All applications are reviewed and evaluated by our hiring team.

PRE-EMPLOYMENT REQUIREMENTS

Please also note that the successful candidate will be required to provide a police vulnerable sector check as a condition of employment. We carefully consider the nature of any offences reported. Employment is conditional upon having had a full series of COVID-19 vaccinations (2 doses, plus booster within 6-12 months) 14 days before starting employment.

ABOUT STRATEGISENSE CONSULTING

Strategisense Consulting is a highly sought-after learning, professional development, and organizational and talent strategy firm committed to supporting individuals and organizations to deepen the quality of their thinking and evolve the way they work - ultimately enhancing resilience and overall impact. Services include customized and signature learning programs, leadership and team coaching, talent strategy, executive search, and organizational and leadership strategy development.

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