

**Job Title: Financial/Office Manager**

**Posting Date: June 4, 2026**

The John Howard Society of London and District (the Society) is a not-for-profit organization with a mission to promote *effective, just and humane responses to crime and its causes*. The Society has been providing a broad range of evidence-based and outcome-driven community services in London and District for over 75 years. Our organization has a strong history of helping individuals and families who are at risk of, or who have come into conflict with the criminal justice system.

**Job Summary:**

This is a full-time position; 35 hours per week commencing as soon as possible. Reporting to the Executive Director, this position manages the overall finances/accounting and administration of the John Howard Society of London and District including the preparation, administration and monitoring of budgets and related reporting. Responsibilities include administering the organization's financial plans, policies and practices, as well as fiscal recording and financial reporting. The salary range is between \$48,000 and \$60,000 plus benefits.

**Qualifications:**

- Diploma in business administration/accounting or equivalent
- Practical experience in accounting and financial management
- Excellent computer skills including working knowledge of Windows and Microsoft office
- Excellent knowledge of accounting software particularly QuickBooks and Powerpay
- Strong verbal and written communication skills
- Accuracy and attention to detail while working under tight deadlines
- Excellent organizational and time management skills
- Practical problem identification and resolution skills
- High level of critical and logical thinking, analysis, and/or reasoning
- Ability to interpret and implement organization policies and procedures
- Knowledge of all aspects of office administration
- Knowledge of employment standards and up to date legislation
- Knowledge of accounting requirements, laws, regulations and practices for non-profit and charitable organizations

**Responsibilities:**

***Financial:***

- Coordinate all financial/accounting activities including accounts payable, accounts receivable, general ledger accounting, payroll, bank reconciliation, financial planning and reporting and all other bookkeeping functions

- Prepare and update fiscal and program budgets/budget submissions
- Prepare monthly and quarterly financial statements and reports
- Prepare year-end working papers and participate in annual agency audits
- Complete the HST rebate
- Complete EHT monthly and annual return
- Ensure all mandatory payments for EI, CPP and Income Tax are made by Dayforce within the appropriate timeframe
- Monitor program expenditures against budget
- Review invoices and issue payments accordingly
- Review and process requests of staff mileage and expenses
- Maintain investment schedules
- Maintain up-to-date, complete and systematic filing system for bookkeeping and financial records
- Coordinate the completion of the Ontario Corporate Information return and annual CRA return

***Administration:***

- Administrative assistant to the Executive Director
- Purchase supplies, furniture, equipment, service contracts, etc., as required.
- Document and update staff vacation and sick time
- Ensure front office coverage is maintained appropriately for both facilities
- Attend management meetings and staff meetings
- Organize and oversee agency events, board meetings, staff gatherings, etc.
- Liaison with the Provincial office regarding benefits and pension plans
- Coordinate the insurance plan
- Oversee and monitor third party contracts relating to day-to-day administrative operations, i.e., equipment maintenance, supply vendors, telephone systems, computer maintenance and network administration, etc.

Send a resume and cover letter to the attention of: **Taghrid Hussain** (she/her), **Executive Director**

At: [thussain@jhslondon.on.ca](mailto:thussain@jhslondon.on.ca)

Please put in subject line: **Financial/Office Manager**

**Please Note:** The John Howard Society of London and District is an equal opportunity employer. We are particularly interested in encouraging qualified applicants from all communities that reflect the diversity of the individuals and families we serve. We are committed to a selection process and work environment that is inclusive and barrier free. We would like to take this opportunity to thank all those who apply and advise that we will be responding only to those selected for an interview.