



Job type:	Finance Director Full-time, permanent position
Location:	Toronto, Ontario

[CLEO \(Community Legal Education Ontario\)](#) and [OJEN \(Ontario Justice Education Network\)](#) are seeking a full-time finance director.

About us

CLEO (www.cleo.on.ca) is a charitable, non-profit organization and legal clinic that provides information and resources for people and communities that face barriers to participating in the justice system (including low income, racial background, literacy, language, culture, disability, and accessibility). For 50 years, CLEO has built a strong reputation for producing and disseminating high quality, effective public legal education and information in digital, print, and other formats.

OJEN (www.ojen.ca) develops innovative educational tools that introduce young people to the justice system, help them understand the law, and build their legal capability. OJEN's programs and resources help prepare young people to manage the legal aspects of problems that arise in their own lives. Thousands of high school students and their teachers participate in OJEN programs each year. OJEN also partners with community organizations, after-school groups, and summer programs to offer workshops to hundreds of youth in under-served communities.

CLEO and OJEN work together and share office space in Toronto, Ontario.

Both CLEO and OJEN are committed to equitable employment and hiring practices. We are dedicated to building organizations that reflects the diversity of the communities we serve. We actively encourage applications from people who identify as Indigenous, Black, a person of colour, a person with a disability, or 2SLGBTQIA+. We value applicants who have demonstrated a commitment to equity, diversity, and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to achieving our missions.

About the position

We are seeking an experienced finance director who will direct and manage CLEO's and OJEN's finances, budgeting, and procurement. The position is a full-time position, with the majority of the work with CLEO:

- four days per week will be spent working at CLEO
- one day per week will be spent working at OJEN



The successful candidate will report to CLEO's executive director and OJEN's executive director (EDs). They will also work closely with CLEO's and OJEN's shared bookkeeper, as well as CLEO's operations coordinator and OJEN's finance and admin manager.

Key responsibilities include:

Finance (for both CLEO and OJEN)

- Oversee CLEO's finance and budget-related matters, including the retention of expert services where necessary
- Areas of responsibility include:
 - annual budgeting and planning process (in conjunction with EDs)
 - responsibility for each organization's accounting cycle, including accounts payable, receivables, monthly and year end procedures and closing, and ensuring accuracy of all transactions and records
 - preparation of monthly, quarterly, and annual financial reports, for multiple purposes (including reporting to funders)
 - annual audit process
 - organizational finance policies, accounting practices and processes
- Work with and manage relationships with credit union / bank, and other finance-related suppliers and vendors
- Research and investigate options for finance systems, software, and emerging technology
- Coordinate and oversee other finance-related reporting – e.g. charitable reporting, WSIB, EHT, HST
- Manage payroll and statutory remittances, including managing the process with external payroll service (for CLEO only)
- Oversee the services of a bookkeeper to pay invoices and assist with payroll (for CLEO only)

Contract management (for CLEO only)

- Oversee management of benefits and pension plans, including contract management
 - Coordinate with other CLEO staff on benefits administration
- Manage CLEO's procurement of goods and services, ensuring that value-for-money processes are in place and followed
- Negotiate and manage contracts with third-party vendors and consultants, including IT administration, fulfilment, and insurance



Office and facilities (for CLEO only)

- Oversee CLEO's rental arrangements, including managing lease negotiations and renewals and our relationship with landlord
- Oversee the procurement of CLEO equipment, furniture, and other supplies

Other (for both CLEO and OJEN)

- Create and monitor CLEO and OJEN calendars of important dates and activities (such as reporting dates to funders)
- Participate in organizational activities, as required
- Perform other duties that may be assigned from time to time by the EDs

The successful candidate will have:

- Degree in business administration, or related field
- At least 5 to 7 years of overall professional experience in financial management in a non-profit organization
- Hands-on experience in full-cycle accounting and financial reporting
- Technology savvy with knowledge of accounting software (Quickbooks Online preferred) and other finance-related applications
- Knowledge of and experience with a range of common computer programs, including Microsoft 365 and SharePoint (including Excel), Adobe Acrobat, desktop publishing software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Very detail-oriented with strong organizational skills and the ability to multi-task

Starting salary range: \$85,000 to \$97,000, commensurate with experience.

Health and dental benefits for this position are provided through CLEO. CLEO staff are also eligible to participate in the OPTrust pension plan. Both CLEO and OJEN are hybrid workplaces: staff work 2 days per week in the office and 3 days per week from home.

To apply:

Please forward the following documents in PDF format:

- your resume
- a cover letter



Please include the above documents in an email with "Finance Director" in the subject line by **August 16, 2024** to: info@cleo.on.ca.

Interviews for this position will be conducted between August 21-23, 2024.

We will provide accommodation during the hiring process upon request and all information is treated confidentially.

Thank you to all applicants for their interest in the position. Only candidates selected for an interview will be contacted.