



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

We are proud to be recognized as one of Manitoba's Top Employers of 2024. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

New Hire Incentive Program: Full/Part-Time new hires will receive a \$200 bonus after six months of employment.

JOB SUMMARY

Reporting to the Controller, the Finance Coordinator is responsible for, but not limited to the following: accounts receivable and accounting functions involved with the Community-Based Treatments (CBT) and Intensive Home Supports (IHS) departments as well as support for the Finance Coordinator and the organization's payroll.

ESSENTIAL REQUIREMENTS

- 18 years of age or older
- Updated resume and cover letter
- Clear criminal record check (no older than three months)
- Clear child and adult abuse registry checks (no older than three months)
- Post secondary degree or certificate related to accounting.
- Enrolled or working towards the CPA program.
- A minimum of three years accounting experience
- Thorough knowledge of basic accounting procedures and principles
- Ability to read, analyze and interpret general information and data.
- Proficient in MS Office including Outlook, Word and Excel
- Familiar with QuickBooks, Payworks is an asset.
- Ability to effectively present information in a clear manner, demonstrate procedures and respond to questions.
- Excellent verbal and written English communication abilities are required.
- A minimum of three years experience in a non-profit environment is preferred.
- Three employment references

QUALITIES AND QUALIFICATIONS

- Thorough knowledge of basic accounting procedures and principles.
- Excellent time management skills with strong attention to detail.
- Excellent organizational, multi-tasking, and troubleshooting skills.
- Excellent interpersonal and communication skills.
- Effective verbal and written communication, decision making, and professionalism skills.
- Ability to take initiative and to work independently as well as in a team environment.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook).

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Communicate with operational directors and case managers to collect billing information.
- Invoice customers on monthly basis.
- Apply received payment when receive the pay advise statement.
- Communicate with customers for the payment discrepancy.
- Send account statements to notify customers for outstanding invoices.

- Contact customer to collect the payments for past due accounts.
- Report uncollectable billing items to directors.
- Manage confidential and sensitive information with discretion.
- Receive and record cheques and cash payments and make bank deposit.
- Invoice customers, ensuring the invoices match the billing information collected from IHS and CBT departments.
- Responding to customer concerns and inquiries in a friendly and professional manner.
- Prepare journal entries, that will include regular monthly entries, accrued expense, prepaid and other entries.
- Keep financial records, maintain and balance various accounts.
- Maintain up-to-date, complete and systematic filing system to support.
- Maintains or assists in the maintenance of subsidiary ledgers.
- Prepare relevant filings to Federal & Provincial (GST, Payroll tax, WCB); and working papers.
- Assist in preparation of documents and materials for audit.
- Perform other duties as required.

BENEFITS

- Salary paid
- Health Benefits immediately
- Accrual of 15 days vacation
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)

HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their resume to careersmb@tlservices.ca We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf Services is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Turning Leaf offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.