



Stella's Circle
Creating Community Together

Finance Lead Administration Office

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Finance Team Lead is responsible for overseeing the day-to-day financial operations of Stella's Circle, providing leadership and strategic guidance to staff to ensure efficient financial operations of the organization. This role serves as a key resource in budgeting, financial reporting, internal controls, and financial analysis, supporting both compliance and operational effectiveness. The Finance Team Lead acts as an advisor to organizational leadership on financial matters and works collaboratively across programs to ensure strong fiscal stewardship.

What You'll Do

- Provide leadership, supervision, and support to the finance team, comprised of two finance specialists.
- Foster a culture of accountability, continuous improvement, and professional development, while ensuring the efficient and accurate management of financial processes.
- Lead the monthly and annual financial close processes, ensuring accuracy and timeliness of financial reporting.
- Develop and strengthen existing internal controls and procedures to safeguard organizational assets and ensure compliance with accounting standards and regulatory requirements and take the lead in communicating these controls and their importance to staff as needed.
- Prepare internal and external financial reports and submission of quarterly funder reporting in accordance with funding agreements.
- Prepare the quarterly financial reporting package for review by the Director of Operations and distribution to the Finance & Audit Committee and Board of Directors.



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- Lead the finance team through the annual budgeting process, resulting in a fully developed annual budget for review by the Director of Operations.
- Monitor financial performance against budgets, identify trends, and provide analysis and recommendations to support decision-making and changes as needed.
- Maintenance of Chart of Accounts and control of general ledger and subledgers in Sage 300 (or any future financial reporting system).
- Guide the coordination and preparation of annual audit information and serve as the primary liaison with external auditors.
- Oversee day-to-day cash flow management to ensure the organization maintains adequate liquidity to meet operational and strategic needs.
- Monitor bank balances, investment accounts, and short-term cash positions.
- Evaluate and recommend strategies for cash reserves, investments, and debt management in alignment with the organization's investment policy.
- Maintain strong relationships with banking partners and financial institutions to ensure favourable terms and responsive service.
- Oversee the administration and enforcement of policies related to cash handling, banking authority, corporate credit cards, and internal controls to minimize financial risk.
- Ensure compliance with all regulatory and funding requirements, including tax filings, charitable reporting, and government grant guidelines.
- Manage the organization's financial systems and records and ensure documentation and retention practices are in line with organizational policies and CRA requirements.
- Identify financial risks and develop mitigation strategies.
- Serve as a finance partner to internal stakeholders, providing advice, guidance, and support as needed.
- Support the development and review of funding proposals, including budgets and financial narratives.
- Present complex financial information in a clear and accessible manner to ensure understanding by non-financial audiences, including staff, board members and funders.

What You'll Bring

- Professional accounting designation (CPA or equivalent) is preferred.



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- Bachelor's degree in accounting is required.
- Minimum of 5–7 years of progressive finance and accounting experience, including at least three years of supervisory or leadership responsibilities.
- Experience working with not-for-profit organizations or government-funded entities is highly desirable.
- Hands-on experience with financial management systems such as Sage 300 or equivalent ERP software.
- Knowledge of Canadian accounting standards for not-for-profit organizations (ASNPO) is considered an asset.
- Proficiency in financial software and Microsoft Excel, with the ability to analyze and interpret complex financial data.
- Knowledge of payroll processes, compliance requirements, and collective agreements in a labour-intensive organization.
- Strong leadership and team management skills with the ability to mentor, develop, and motivate staff.
- Ability to build effective working relationships with internal and external stakeholders, including board members, funders, auditors, and banking partners.
- Demonstrated problem-solving and analytical skills, with attention to detail and accuracy.
- High degree of integrity, professionalism, and confidentiality.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Criminal Record Check with Vulnerable Sector Check.
- Reliability Status with the Public Services and Procurement Canada.

The Details

This position is a full-time permanent position. Normal hours of work are Monday to Friday, 8:30am – 4:30pm. This hourly rate for this position is \$30.95 - \$33.47 with 75 hours bi-weekly. We offer 15 statutory holidays per year along with summer hours which includes an additional half an hour off each day as operational needs permit. Stella's Circle offers health and dental, long-term disability, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation.

How to Apply

We encourage interested applicants to apply by July 7, 2025, for best consideration. The position will remain posted until it is filled. Please send cover letter and resume to:



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Human Resources Specialist
Stella's Circle
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.