



The College of Optometrists of Ontario is a self-regulatory authority responsible for registering (licensing) and governing optometrists in Ontario. Optometry has been regulated in Ontario since 1919 and is guided by legislation including the Regulated Health Professions Act and Optometry Act. The College's mission is to regulate Ontario's optometry profession in the public interest. The College uses its authority to guide the profession in the delivery of safe, ethical, progressive and quality eye care at the highest standards. Its vision: A leading regulator focused on safe eye care and progressive practice.

MANAGER, FINANCE & OFFICE ADMINISTRATION

The College of Optometrists of Ontario is seeking an energetic, hands-on team player to manage the College's financial affairs and office administration operations. As the **Manager, Finance and Office Administration**, you will be responsible and accountable for managing the College's financial affairs including accounting (AP, AR, general ledger, journal entries, reconciliations, bank deposits, petty cash); financial reporting; financial procedures, processes, systems; government submissions; annual audit; as well as act as the key contact for accounting inquiries. You will also provide staff support to the Audit Finance and Risk Committee for any audit and finance functions.

Reporting to the Registrar and CEO, you will provide support regarding the administration budget; act as resource to Executive/Council members, College committees and staff; and provide expertise and input on financial matters as requested. You will be an important member of the senior management team and play a role in ensuring that strategic goals relevant to your assigned areas of responsibility are achieved.

Additionally, you will manage the office administration operations including records management, HR administration, responding to inquiries from public members and employees, and procuring office equipment and kitchen supplies.

Qualifications:

- College Diploma or Undergraduate Degree in Finance, Accounting or Business Administration. Actively pursuing a recognized accounting designation (CPA) is an asset.
- Proven experience (i.e., 5 years) in finance including hands-on responsibility for an accounting function (AP, AR, general ledger, reconciliations); and relevant office administration experience including responsibility for office systems, confidential records/files and procurement of supplies and equipment.
- Experience in a not-for-profit and health-related professional and/or regulatory work environment is an asset.
- Demonstrated advanced working knowledge with computerized accounting systems, database systems, QuickBooks and MS Office including Excel, Word, Outlook and mail merge.
- Excellent organizational skills with ability to manage varied tasks simultaneously.
- Analytical, detail and deadline oriented with strong problem-solving and resolution abilities.
- Excellent verbal and written communication skills. Strong interpersonal skills, and ability to work independently as well as collaboratively in a small professional work environment.
- Ability to gather, analyze and interpret financial data to make strategic business recommendations.

The College offers competitive compensation, based on experience.

More about the College

We are a small, professional team that promotes collaboration and work-life balance. The College is in mid-town Toronto near the subway. Our staff is currently working remotely.

How to Apply

Qualified candidates interested in this opportunity are asked to send a cover letter and resume to optom@hrassociates.ca by Friday, June 25.

Questions about the position or the recruitment process can be directed to Luciana Da Silva of HR Associates at 416-237-1500, ext. 266, or Luciana.DaSilva@hrassociates.ca.

Please note that applications will be assessed on a rolling basis.

We thank all applicants, however, only those selected for an interview will be contacted.

Accommodations are available upon request.