



**CANADIAN MENTAL HEALTH ASSOCIATION
 SIMCOE COUNTY BRANCH
 INTERNAL/EXTERNAL JOB POSTING**

POSTING # 25-02 IE	POSTING DATE: April 11/2025	CLOSING DATE: April 18/2025
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CLASSIFICATION:
Finance Housing Specialist/Payroll (Corporate Support Level 1) – Finance Department – Full-Time, Permanent – Barrie, ON

The Canadian Mental Health Association, Simcoe County Branch seeks a Finance Housing Specialist/Payroll, who in accordance with the agency’s policies, standards, and guidelines, is responsible for supporting the Canadian Mental Health Association’s Housing Programs. This includes reviewing and verifying rent supplement agreements, the development of ongoing housing processes, and overseeing the overall development of housing expertise within Housing and Support Services staff. This position also serves as a backup for the Finance Assistant, Payroll position.

- REQUIRED QUALIFICATIONS:**
- Five (5) years combined post-secondary education and experience or,
 - Five (5) years’ experience directly related to this position including not for profit setting.
 - Demonstrated experience and expertise in mental health and/or addictions and supportive housing models (community-based setting preferred).
 - Excellent computer skills with comprehensive understanding of Microsoft Suites, i.e., Word, Excel, Outlook and other housing related software/platforms as required.
 - Must have a reliable source of transportation.
 - Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP).
 - Canadian Payroll Association (CPA) certifications or working toward CPA certifications an asset.
 - Experience using GP Dynamics and Quadrant Workforce is an asset.
 - Fluency in French or another second language would be an asset.
 - Legally entitled to work in Canada.

REQUIRED SKILLS AND KNOWLEDGE:
 As per job description.

<p>SALARY SCALE: Corporate Support Level 1: \$49,413 - \$55,146 per annum*</p> <p><i>*pro-rated based on hours worked</i></p>	<p>HOURS OF WORK:</p> <ul style="list-style-type: none"> • Thirty-five (35) hours per week. • Able to work within a flexible framework to respond to program needs.
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SUBMIT COVER LETTER AND RESUME TO:
 Human Resources
hr@cmhastarttalking.ca
Please submit in a single document

APPROVED BY:



 Danielle Greenwood
 Manager, Human Resources

 April 11, 2025
 Date

CMHA Simcoe County Branch is an equal opportunity employer committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, 1990 CMHA Simcoe County Branch will provide accommodations throughout the recruitment and selection process to applicants with disabilities. CMHA Simcoe County Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We welcome all applicants including persons with lived experience, women, Indigenous people, people with disabilities, and members of the 2SLGBTQ+, visible minority and immigrant communities to apply. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.



JOB TITLE:	Finance Housing Specialist/Payroll (Corporate Support Level 1) - Finance
REPORTS TO:	Director, Finance
JOB SUMMARY:	The Finance Housing Specialist/Payroll, in accordance with the agency's policies, standards, and guidelines, is responsible for supporting the Canadian Mental Health Association's Housing Programs. This includes reviewing and verifying rent supplement agreements, the development of ongoing housing processes, and overseeing the overall development of housing expertise within Housing and Support Services staff. This position also serves as a backup for the Finance Assistant, Payroll position.
REVISED:	April 2025
REVISED BY:	CFO; HR Generalist; HR Manager
<i>CMHA reserves the right the change job descriptions as the needs of the agency change.</i>	

CORE COMPETENCIES

- Work together in relationship to learn and grow
- Encourage understanding
- Listen with an open mind
- Laugh and enjoy humour compassionately throughout the day
- Notice the dignity and value of ourselves and others
- Engage others with compassion
- Share our stories and our hearts
- Strive to honour and respect ourselves and others

DUTIES, RESPONSIBILITIES, AND RELATED TASKS:

1. Organizational

- Assist in the planning, implementation, and evaluation of the programs and services.
- Have a strong commitment to quality improvement (QI) and support the continuous improvement of client and family services and supports on team, organizational, and system levels.
- Comply with agency policies, standards, guidelines, and procedures.
- Participate effectively in staff and other designated meetings.
- Work in cooperation with management and other staff members in the provision of efficient and coordinated services.

2. Administration:

- Review and verify rent supplements
- Ensure HI paperwork submitted is complete and accurate
- Set up Connections and Disconnections of utilities
- Ensure MOHLTC Directives are followed
- Process utility invoices
- Maintain current fiscal Schedule 2A to-date
- Maintain next fiscal Schedule 2A to-date
- Maintain Cheque and EFT monthly payment spreadsheets
- Maintain Sales invoicing for Head Lease units
- Import spreadsheets into Great Plains (GP) and process monthly R/S payments to landlords
- Balance Schedule 2A to Financial Statements monthly
- Prepare AIR for submission to CFO
- Prepare Housing budgets for submission to CFO
- Provide back-up to Housing program staff to answer questions for staff with regards to RTA
- Provide back-up to Housing program staff to liaise with community Partners (Wendat, OSMH, CGMH, CMHA-YR and Enaahdig)
- Liaise with Landlords with regards to financial payments
- Provide back-up to Housing program staff to attend Tribunal to assist clients facing evictions
- Assist A/P Clerk as necessary
- Provide backup support to the Finance Assistant, Payroll position. This includes, but is not limited to:
 - Accurately prepare and process in-house bi-weekly payroll for all agency staff.
 - Provide administrative support to the Chief Operating Officer including accounting entries, word processing, filing, and connecting with key partners as requested.
 - Provide accounts payable transaction processing for staff expenses and any other payroll or staff related payments, posting of journal entries and issuing of EFT/cheques for signature.



- Prepare & process payroll remittances to *Revenue Canada*, the *Ministry of Finance*, *WSIB Ontario* as well as process all Record of Employment filings (ROE), miscellaneous deductions, T4's, etc. in accordance with agency policies and mandatory federal and provincial deadlines.
- Process and reconcile bi-weekly payments to the agency group benefit carriers.
- Monthly transfer of payroll data directly into accounting software ensuring all statistical data is entered in both payroll and the accounting software.
- Balance all payroll related GL accounts on a monthly basis.
- Prepare monthly statistical reports, gathering and summarizing data.

3. Research & Assessment:

- Analyze past and current trends and needs so as to project future initiatives
- Review and assess referral/head lease arrangement options, Landlord and Tenant Act issues

4. Performance Targets

Responsible for achieving or exceeding performance targets as outlined by the program and organization.

5. Policy Development:

Based on assessment of research findings, recommend policy and program related initiatives to Program Manager.

6. Program Planning & Implementation:

- In collaboration with Finance, develop mechanisms for managing/reporting rent supplements
- Prepare a long-term plan based on agency and program policy
- Assist in implementation of the programs' housing plan to meet the Initiative's goals
- Assist in promotion and communication of the plan in the community

7. Training and Community Relations:

- Provide back-up support to the Program Housing Specialist with regards to on-going consultation, coaching and support to CMHA and other mental health housing related team members re:
 - Landlord and tenant issues;
 - Program rent supplement issues (majority of training done by Program Housing Specialist)
 - Unit acquisitions issues (majority of training done by Program Housing Specialist)

8. Other:

- Engage in regular supervision
- Fulfill requirements of other duties as assigned
- Continuously upgrade skills by attending courses and reading relevant literature
- Account for any program related funds for which responsibility is assigned

9. Community Relations

- Maintain positive relationships with networks, professional organizations, and other related service providers.
- Represent the agency mandate, mission, values, and philosophy of the agency in the community, including networks or meetings as requested.
- Assist in the training and mentoring of students, new staff, and/or volunteers.

10. Professional Development

- Set annual performance and professional development goals.
- Participate in regular meetings with supervisor.
- Attend relevant conferences, workshops, and other in-service events as approved.

KNOWLEDGE, SKILL AND BEHAVIOURAL COMPETENCIES REQUIRED:

- Ensure activities meet with (and integrate with) organizational requirements for quality management, health and safety, values, and mission, together with embracing our harm reduction philosophy.
- Utilize a client-centered approach to develop trusting relationships with clients.
- Understand provincial/local legislation as well as government policies, procedures, and practices pertaining to services provided by the agency.
- Be competent in the provision of services offered by CMHA.
- Empathetic to those suffering the effects of mental illness and/or substance misuse.
- Knowledge and practice of harm reduction, client-centered recovery philosophy, and community service delivery.
- Knowledge of community resources connected to the provision of mental health and addiction services.
- Able to influence stakeholders through diplomacy as well as negotiation skills in client/system advocacy.
- Demonstrated good interpersonal and networking skills.
- Knowledge of assessment, planning, and skill teaching strategies.



- Able to anticipate crises and to apply appropriate non-violent crisis intervention skills to de-escalate the situation.
- Able to multi-task and work with a sense of urgency when required.
- Knowledge of mental illness, addictions, and medications, as well as the ability to assist clients with symptom management.
- Excellent verbal and written communication skills.

WORKPLACE REQUIREMENTS:

Hours of Work

- Thirty-five (35) hours per week.
- Able to work within a flexible framework to respond to program needs.

Qualifications

- Five (5) years combined post-secondary education and experience or,
- Five (5) years' experience directly related to this position including not for profit setting.
- Demonstrated experience and expertise in mental health and/or addictions and supportive housing models (community-based setting preferred).
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- Experience using GP Dynamics and Quadrant Workforce is an asset.
- Fluency in French or another second language would be an asset.
- Legally entitled to work in Canada.

Health and Safety

- Abide by the policies and procedures outlined by the organization.

MANDATORY TRAINING REQUIREMENTS:

- Workplace Hazardous Materials Information System (WHMIS)
- Worker Health & Safety Awareness
- Staff Orientation
- Automated External Defibrillator (AED) Training (First Aid, CPR)
- Diversity, Equity, and Inclusion (DEI) Training
- Harm Reduction