



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Senior Manager, Finance and Operations

Job ID	382585-1-7480	
Web Address	https://careers.indigenous.link/viewjob?jobname=382585-1-7480	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-06-27	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

The Ted Rogers School of Management's Diversity Institute at Toronto Metropolitan University was founded in 1999 to improve equity, diversity and inclusion practices in organizations. The Diversity Institute develops customized strategies, programming, and resources to promote new, interdisciplinary knowledge and practice about diversity with respect to gender, race/ethnicity, Indigenous peoples, abilities, and sexual orientation. It collaborates with industry, government, not-for-profits, and academics.

Ted Rogers School of Management at Toronto Metropolitan University (TRSM) is developing collaborative, creative leaders who will drive 21st century business forward while making a positive impact on society. Home to nearly 10,000 students and more than 250 industry-connected faculty, TRSM is Canada's leading diverse, entrepreneurial business school centred in an urban learning environment. TRSM offers 12 Bachelor of Commerce degrees, two Bachelor of Health Administration degrees, the Ted Rogers MBA, Professional Masters Diplomas, Executive Education courses, and a Masters of Science in Management. TRSM is also home to 15 innovative research centres, institutes and labs www.TorontoMetropolitan.ca/tedrogersschool.

The Opportunity

Are you a #bold finance professional who is passionate about supporting diversity initiatives and research? Are you looking to join a passionate, inclusive and collaborative team? If you answered yes to the questions above you will want to hear more about the Senior Manager, Finance and Operations in the Diversity Institute at Toronto Metropolitan University.

The Senior Manager, Finance and Operations oversees the financial management and operations for the Diversity Institute (DI). They prepare financial reports for the DI's externally funded research projects using sound accounting

principles and adhering to university policies and procedures. The Senior Manager makes recommendations on and implements financial forecasts, tracking and evaluation of all projects. They manage the administration and operations for DI's human, financial and physical resources, and assets. The Senior Manager liaises with internal and external parties to collect information and resolve issues as related to accounts.

Leadership Competencies

Acts with Integrity: Demonstrates behaviors aligned with high ethical standards and personal integrity and acts in accordance with TMU values.

Builds Relationships of Trust & Collaboration: Actively builds a culture of trust and fosters meaningful relationships. **Leads Inclusively:** Creates an inclusive environment where everyone is respected, recognized, empowered to achieve their potential, and valued for their differences.

Demonstrates Organizational Acumen: Understands and respectfully navigates complex internal and external environments using sound judgment, diplomacy, and tact.

Drives Vision & Results: Creates and implements a vision grounded in sound decision-making to achieve desired outcomes.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree in finance, accounting, business or a related field;
- Minimum Five (5) years of experience at a senior administrative level including supervision of staff and/or coordinating the work of others;
- Experience as part of a senior management team, involving high-level problem-solving skills; and
- Experience managing unionized staff.
- Strong knowledge of financial principles, methodologies, and practices, including financial analysis and responsibilities in a public institution;
- Strong knowledge of procurement principles, methodologies, practices, and costing;
- Knowledge of human resource management principles, methodologies, practices;
- Knowledge of project management principles, methodologies, and practices;
- Knowledge of contracting and compliance best practices and processes;
- Advanced knowledge of Microsoft Office (Word, Excel) and Database systems including knowledge of other computer software (such as Google Apps, SAS, and ORACLE Finance System) including and web/video conferencing technologies (e.g. zoom, Google Meet, Skype, etc.).

Additional Information

Position Number(s) 20003996

Reports To Director, Finance and Administration

Department Diversity Institute

Vacancy Type Term

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 1 year from start date (Possibility of extension subject to available funding)

Hours of Work 36.25

Grade C42

Salary Scale \$76,622 - \$122,396

TA Specialist Claudiu

Posting Date June 27, 2024

Application Close Date July 8, 2024

Additional Notes:

- Qualified MAC candidates will be considered before members of other employee groups.
- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to

fill a vacancy on an underfill basis.

- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Senior Manager, Finance and Operations](#)