



SENIOR FINANCE OFFICER

REPORTS TO:	Director Finance
STATUS:	Permanent, Full-time
SALARY RANGE:	C\$80,000 – C\$95,000
VACANCY TYPE:	New Position
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
EMPLOYEE GROUP	Exempt

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

Reporting to the Director, Finance, the Senior Finance Officer is a senior individual contributor role responsible for delivering end-to-end finance and payroll processes with a high degree of accuracy, discretion, and accountability. This position is hands-on and execution-focused: maintaining the general ledger, completing month-end close activities, preparing core financial reports, administering payroll, and ensuring timely, compliant processing of pay, remittances, and reconciliations.

This role represents a developmental leadership opportunity and a succession pathway into the Director, Finance position. The Senior Finance Officer will progressively take on higher-complexity files and delegated responsibilities (e.g., audit readiness, reporting enhancements, controls improvement, and selected planning deliverables), building continuity and depth within the Finance function.

Success in this role requires meticulous attention to detail, strong judgment, and the ability to manage multiple deadlines while maintaining consistently high-quality work products. The incumbent works in close collaboration with the Director, Finance to support ethical, legal, and financial compliance and to strengthen finance processes and reporting practices. This is a hybrid role requiring a minimum of four (4) days per week in office at the OHTN's Toronto location.

JOB RESPONSIBILITIES

Payroll Administration (Dayforce experience required)

- Execute full-cycle bi-weekly payroll processing end-to-end, including new hires, pay changes, retroactive adjustments, vacation/leave balances, and termination pay calculations.

- Administer payroll remittances and reconciliations (e.g., source deductions, EHT, WSIB, pension/benefits), ensuring accuracy, timeliness, and audit-ready documentation.
- Maintain payroll records, year-to-date schedules, and supporting documentation; respond to payroll inquiries with professionalism and confidentiality.
- Leverage Dayforce functionality to maintain pay data integrity, troubleshoot issues, and produce payroll reports required for finance and compliance.

Accounting Operations (end-to-end execution)

- Process accounts payable and receivable transactions, maintain vendor records, and ensure appropriate coding, approvals, and supporting documentation.
- Prepare and post journal entries; complete bank and balance sheet reconciliations; investigate and resolve discrepancies.
- Coordinate banking transactions, deposits, and payment processing, maintaining a clean audit trail and strong control practices.
- Administer Canadian payroll compliance processes end-to-end, including ROE preparation, T4/T4A reporting support, benefit and pension deductions, and government remittances.

Audit and Compliance Support

- Prepare audit schedules, supporting documentation, and reconciliations for annual external audit and any funder/Ministry reporting requirements.
- Support completion of routine filings and reconciliations (e.g., HST rebate submissions and other required returns where applicable).

Continuous Improvement and Special Projects

- Identify opportunities to improve templates, controls, and process workflows (payroll, AP/AR, close, reporting) and implement changes in collaboration with the Director, Finance.
- Contribute to cross-functional finance-related projects as assigned (systems, reporting enhancements, documentation standardization).

ABOUT YOU

- Post-secondary degree in Accounting, Finance, Business Administration, or related discipline.
- CPA designation or active enrollment toward designation is preferred.
- Minimum 5–7 years of progressive experience in accounting or finance within nonprofit, public sector, or health environments.
- Demonstrated experience with payroll administration, financial reporting, and audit coordination.
- Knowledge of nonprofit funding structures and Ministry-funded environments considered an asset.

- Advanced proficiency in Excel and financial systems is essential; experience with Dayforce HCM and accounting platforms is an asset.
- Strong analytical, organizational, and problem-solving skills.
- Ability to communicate complex financial information to diverse audiences.

WHY WORK WITH OHTN

Defined Benefit Pension (HOOPP)
 Eligible employees can participate in the **Healthcare of Ontario Pension Plan (HOOPP)** — a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

Benefits and Wellness
 Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohnt.on.ca

- Please use **“2026.05 – Senior Finance Officer** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: MARCH 12TH, 2026

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please. The recruitment process may include an on-site written assessment, professional reference checks, and on-site interview(s) as part of the overall candidate evaluation. The posted range reflects the full salary band for the role. Starting salary will be determined based on experience, qualifications, and internal equity.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.