



Accounting & Finance Manager

Reports to: Director of Operations & Corporate Services

Compensation: \$70,000.00 - \$80,000.00 annually, comprehensive health and dental benefit plan; 3-week annual vacation.

Schedule: 8:30-4:30pm, Monday to Friday. Wyndham House is a continuous operation, and therefore occasional evening and weekend work is required.

About Wyndham House

Wyndham House is an innovative community-based organization dedicated to supporting youth experiencing or at risk of homelessness in Guelph-Wellington. Through a range of housing, prevention, and support programs, we work alongside young people to build stability, connection, and opportunity. Our approach is grounded in prevention, housing-first principles, and youth choice. We believe that strong relationships, meaningful community integration, and responsive supports are key to long-term housing stability.

Wyndham House is a continuous operation, providing services 24 hours/day and 365 days/year. All members of the team are required to work some evening and weekend hours as required. Wyndham House is in a period of growth and evolution, with a staff team approaching 100 employees. As a unionized organization, we are committed to fostering a workplace that balances strong labour relations with a positive, inclusive, and high-performing culture.

Our Mission: *With creative persistence and low-barrier, wrap-around support, Wyndham House meets youth's needs to ultimately prepare them for their own version of successful living.*

Our Values:

- *Compassion*
- *Equity*
- *Person-Centered*
- *Creative Persistence*

With creative persistence and low-barrier, wraparound support, Wyndham House meets youth needs to ultimately prepare them for their own version of successful living.

MAILING/ADMIN OFFICE

77 WESTMOUNT ROAD, UNIT 300
GUELPH, ON N1H 5J1

CONCURRENT YOUTH HUB

457 WOOLWICH STREET
GUELPH, ON

SUPPORTIVE HOUSING PROGRAMS

SUFFOLK STREET WEST BELLEVUE STREET
GUELPH, ON GUELPH, ON

YOUTH EMERGENCY SHELTER

18 NORWICH STREET EAST
(519) 837-3892 GUELPH, ON

(519) 822-4400

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[company/wyndham-house-inc](https://www.linkedin.com/company/wyndham-house-inc)

CRA # 11930 5217 RR0001

Position Summary

The Accounting & Finance Manager oversees the financial operations of the organization, ensuring accurate reporting, sound financial planning, and compliance with not-for-profit accounting standards. This role supports program delivery by providing timely financial insights, maintaining internal controls, and managing the organization's budgeting, reporting, and audit processes.

Management Accounting

- Lead the annual budgeting process, coordinating with program managers to develop department and organization-wide budgets.
- Prepare monthly and quarterly budget-to-actual analyses, identify major variances, investigate root causes, and provide recommendations to management.
- Develop forecasting models for cash flow, program spending, grant utilization, and organizational sustainability.
- Provide financial analysis and decision support to senior leadership regarding program planning, staffing decisions, capital purchases, and funding proposals.
- Evaluate the financial impact of new initiatives, contracts, grants, and program expansions using cost-benefit analysis, scenario modeling, and sensitivity analysis.

Financial Reporting

- Oversee full-cycle accounting, including general ledger review, accruals, deferrals, reconciliations, and month-end close.
- Prepare monthly, quarterly, and annual financial reports for management, the Board of Directors, funders, and external stakeholders.
- Ensure all accounting activities comply with ASPE/ASNPO standards and organizational policies.
- Manage restricted funds, grants, contributions, and fund balances in accordance with funder requirements.
- Maintain accuracy of financial records and implement adjustments, accruals, and reconciliations.

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Budgeting & Financial Planning

- Develop short- and long-term cash flow forecasts and monitor organizational liquidity.
- Oversee grant fund reporting and ensure alignment of spending with restricted fund requirements.
- Support treasury activities, including monitoring reserves and recommending allocation of surplus funds.
- Manage cash flow forecasting, bank account activity, and investment of surplus funds as per policy.
- Oversee payment runs, credit card reconciliations, and financial risk management.
- Attend Board Finance Committee meetings and present financial statements and reports as required.

Grant, Fund & Contract Management

- Manage financial aspects of grant funding, including financial tracking, reporting, and compliance.
- Prepare financial reports for government agencies, foundations, and other funders.
- Monitor restricted vs. unrestricted fund usage and ensure proper allocation of expenses.

Internal Controls, Audit & Compliance

- Implement and maintain internal controls over financial reporting, budgeting, and expenditure approvals.
- Ensure compliance with CRA charity requirements, payroll regulations, government funding agreements, and internal policies.
- Coordinate the year-end audit with external auditors and prepare all required working papers.

Team Leadership & Operational Support

- Supervise accounting staff and provide training, workload planning, and performance support.
- Collaborate with program and operations teams to provide financial guidance and support decision-making.
- Recommend improvements to financial systems, processes, and technology.
- Support overall service delivery and risk management of the organization as directed by senior management.

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Qualifications

- Bachelor’s degree in accounting, Finance, Business, or a related field; CPA designation (completed or in progress) preferred.
- 3–7 years of progressive accounting/finance experience, ideally in a not-for-profit environment.
- Strong knowledge of ASNPO, fund accounting, and grant reporting.
- 3-7 years of experience with accounting/payroll systems. (Sage 50, QuickBooks, ADP Workflow or similar)
- Strong analytical, communication, and problem-solving skills.
- Ability to manage multiple deadlines and work collaboratively with diverse teams.
- Ability to work in-person, in Guelph, ON.

Why This Role

This is an opportunity to shape the future of a growing organization, making a meaningful impact in the community. You will have the space to bring forward ideas, build systems, and influence culture in a way that is often not possible in more established organizations.

For someone looking to step into a fast-paced finance role, this position offers valuable experience in:

- Designing and implementing finance processes and systems that have impact
- Developing and implementing financial strategies (AR, AP, compensation, budget, grants, etc.)
- Supporting staff and leaders across a multi-program organization
- Supporting culture and organizational development initiatives

Working at Wyndham House

At Wyndham House, we recognize that our people are at the heart of our impact. We are committed to creating a workplace that is supportive, inclusive, and responsive to the needs of our staff. We encourage applications from individuals with diverse lived experiences, including those who identify as Indigenous, Black, racialized, 2SLGBTQ+, and/or have experienced housing instability.

Wyndham House is an equal opportunity employer that values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the *Ontario Human Rights Code* and the *Accessibility*

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for Ontarians with Disabilities Act. If you require accommodation to participate in the hiring process, please contact dave.bush@wyndhamhouse.org to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.

Interested applicants are asked to submit their resume and cover letter to dave.bush@wyndhamhouse.org by Friday October 23, 2026.

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