



Brentwood Recovery Home

JOB POSTING

JOB TITLE: Manager of Finance

DATE PREPARED: April 28, 2026

DEPARTMENT: Corporate Services

POSTING NO: 8 - 2026

REPORTS TO: Executive Director

GENERAL SUMMARY

Reporting to the Executive Director, this role is responsible for overseeing all financial operations, including budgeting, reporting, compliance, and financial planning to support Brentwood's mission.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:

- Demonstrate and exemplify Brentwood's mission and values in day-to-day work.
- Act with the highest standard of professionalism with clients, family members, community partners, and colleagues.
- Compliance with organizational, health and safety and privacy regulations and requirements

CORE POSITION RESPONSIBILITIES

Includes the following and other duties as may be assigned;

Financial Leadership & Strategy

- Lead annual budgeting and forecasting processes
- Provide financial insights to leadership and Board of Directors
- Monitor financial performance
- Accounting & reporting
- Oversee accounting operations, general ledger and departmental budgets
- Prepare financial statements
- Coordinate audits
- Compliance & risk management
- Maintain internal controls

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

QUALIFICATIONS

- Minimum of a college diploma in a relevant discipline from a recognized College/University or equivalent work experience
- CPA preferred
- Non-profit/healthcare experience preferred
- Strong knowledge of GAAP and reporting requirements
- Minimum 5 years' financial management experience
- High level of proficiency with Microsoft Office or similar software
- Strong ability to analyze and interpret financial data and funding agreements
- Analytical thinking and problem solving
- Effective time-management and task prioritization to meet guidelines
- Strong oral and written communication skills
- Working knowledge of OHRS and cross-functional dependencies
- High level of integrity and confidentiality

WORKING CONDITIONS

- Office-based within a 24/7 environment
- Extended hours during audit/budget periods

ADDITIONAL DETAILS

- Permanent, full-time (37.5 hours weekly), salaried position
- Health and dental benefits
- Employer-matched pension plan
- Generous vacation and personal days
- Annual salary range - \$67,352 - \$79,463

Why Join Brentwood?

Brentwood Recovery Home is committed to supporting recovery through compassionate, evidence-informed care. This role offers an opportunity to make a meaningful impact by strengthening financial sustainability, community engagement and supporting life-changing programs.

How to Apply

Resume may be submitted directly online or by email to Brentwood HR at rrobinet@brentwoodrecovery.com. Applications will be accepted until end of business on Friday, May 22, 2026. Only candidates selected for interviews will be contacted.

Please mark in the subject line "Posting # 8-2026"

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