



CAREER OPPORTUNITY – DIRECTOR OF FINANCE & CORPORATE SERVICES

Job Posting: 2020-19
Full Time Regular

Guided by Catholic values and teachings, we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families and nurturing lifelong relationships.

Qualifications:

- M.B.A. graduate or holds a recognized professional accounting designation (C.A., C.G.A., or C.M.A.).
- 10-15 years' experience in financial management at a senior level, preferably in child welfare or a not-for-profit or government setting.
- Experience with and knowledge of various financial management information systems; facilities management practices and procedures.
- Knowledge of effective strategic planning, research, policy processes and evaluation techniques and proven ability to lead change and find creative solutions.
- Ability to think analytically with attention to detail in the presence of frequent interruptions.
- Self-directed with strong planning, time-management, multi-tasking and organizational skills.
- Ability to handle pressure in a fast paced, changing environment.
- Excellent written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff.
- Strong mentoring, coaching and communication skills to provide instructions and guidance to staff with respect to activities, challenges and questions.
- Able to function independently under the general direction of the Executive Director.
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrate the Mission and Vision of the Catholic Children's Aid Society.
- Bilingual French/English is an asset.
- Respectful and compassionate demeanor.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.
- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- Bondable with acceptable police clearance, and satisfactory provincial records search.
- Valid Ontario Driver's license and acceptable driver's abstract, if driving is a requirement of the position.

Job Duties:

- Actively participates in established decision making framework to ensure sound planning of Society objectives.
- Works collaboratively with peers in order to achieve Society's objectives.
- Effectively and appropriately advises the Executive team on issues and matters related to their area of responsibility.
- Supports the activities of the Board and its committees, where appropriate.

Financial

- Develops and implements an Accounting and Finance Strategy to ensure alignment with business objectives of CCASH and oversees financial operations, including accounting operations, financial processing and financial systems.
- Oversees development, scheduling, preparation, compilation and submission of the annual operating budget.
- Oversees the creation and implementation of appropriate mechanisms for budget control including the development of planning assumptions and balancing strategies.
- Ensures timely financial analysis, reporting and statistical results against the financial plan.
- Approves and meets reporting requirements of funders.
- Oversees the external audits including preparation of the various year-end reports e.g. annual financial audit, Canadian Revenue Agency (CRA) audits.
- Monitors and ensures appropriate internal control systems and risk management plans are in place.
- Recommends long-term finance, accounting and investment policies.
- Oversees the procurement of goods and services for the agency including the development and maintenance of policy and procedures in keeping with legislative requirements and Broader Public Sector (BPS).
- Ensures compliance with financial legislation, policies, and procedures, and adheres to various funding agreements.
- Ensures General Ledger integrity and accuracy as well as compliance with generally accepted accounting principles, agency standards and the approved budget.
- Ensures appropriate capital, treasury, cash flow, expenditure control and insurance arrangements are in place.

Information Systems

- Develops and implements an Information Systems Strategy Plan to ensure alignment with business objectives of CCAS and ensures the security, integrity, reliability and continual operation of the CCAS network.

Building Operations

- Develops and implements a Building Operations Strategy Plan to ensure alignment with business objectives of CCAS and ensures the security, safety, integrity, reliability and continual operation of the CCAS and its personnel.
- Ensures compliance with government legislation, policies, and procedures for building integrity and operations.

General

- Manages the Accounting, Information Systems and Facilities/Operations teams.
- Ensures staff are in compliance with Society health and safety policies; the Occupational Health and Safety Act and its regulations; and WHMIS, and applies corrective practices or disciplinary action when staff are not in compliance.
- Coordinates work with the Executive Director, and follows the direction of the supervisor after consultation when required.
- Completes mandatory training and participates in ongoing agency training.
- Demonstrates leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

Reporting to: Executive Director

Employment Terms & Hours of Work: Regular Full time (35 hrs/week)

Position: Non-union

Starting Date: As soon as possible

Posting Date: October 7, 2020

Closing Date: October 16, 2020

Apply in writing by submitting an updated resume and your current training record to:

liam.kelly@hamiltonccas.on.ca

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process please inform Human Resources.