



DIRECTOR OF FINANCE AND ADMINISTRATION

Full Time, Permanent

At Community Support Connections, we wake up each morning energized about the difference we make in the lives of our clients; people who could be your parents, grandparents, friends, or neighbours. Working with hundreds of amazing volunteers, donors, and community partners, we provide a wide range of community supports for older adults and people with different abilities to help them live at home with independence and dignity – something we all deserve. We are truly caring and client-centered, and are constantly innovating; looking for new and better ways to provide the best care and supports possible.

Passion and commitment permeate everything we do. Driven by our values, we treat our clients, volunteers, donors, and each other, with dignity and respect. We recognize that diversity is the foundation for understanding the needs of our stakeholders. We believe the best way to serve our clients and volunteers is to create an environment and culture that empowers our staff to be as productive and happy as possible.

That includes:

- Versatile work options including flexible hours and working from home
- Generous benefit days and group RRSPs
- Competitive health and dental benefits
- Access to our Employee and Family Assistance Plan
- On-site hot lunch options from our own kitchen
- Free parking

If what we do resonates with your core values then we want to hear from you!

The Role: We are seeking a financial administration leader who has a strategic mindset and a passion for helping others. They are a seasoned professional with experience in the non-profit industry and thrive in a fast-paced, dynamic, hands-on environment. They are excited to be part of a growing organization and keen to mentor and inspire as an innovative leader.

The successful candidate will have a demonstrated record of accomplishment in the areas of finance, business planning, budgeting, human resources, analytics, and risk management. They will ensure that sound business strategy and related financial processes and reporting are consistent with generally accepted accounting principles and applicable legislation.

As a Director, they play a key role in collaborating with the Senior Leadership Team in strategic decision-making and operations as Community Support Connections continues to expand its operations, business, human capital and culture.

Responsibilities

Organizational Leadership

- Positively contribute to a culture of high performance and continuous improvement that values learning and a commitment to safety and quality
- Actively participate as a member of the Senior Leadership Team and provide leadership to develop and implement plans, goals and objectives for the agency
- Identify process improvement opportunities
- Maintain, monitor, enhance, and/or develop and implements an appropriate system of policies, internal controls, accounting standards, and procedures that support organization-wide efficiencies and effectiveness
- Provide analytical support to the agency's internal management team including development of internal management reporting capabilities and metrics
- Ensure services delivered conform to policies, procedures, standards and annual budget of the agency
- Answer inquiries, solve problems, give direction, and motivate and inspire staff
- Maintain current knowledge of community resources.
- Maintain positive on-going relationships with volunteers, staff, vendors, community partners and other stakeholders

Financial Leadership

- Ensure the continued financial viability of the agency's programs/service/business units through sound financial management
- Oversee accounting and financial activities, including, but not limited to: accounts payable, accounts receivable, payroll, account reconciliation, cash flow, reporting, estimates, summaries and statements
- Provide expert advice, recommendations and support to the Executive Director and Leadership Teams on financial planning, budgeting, forecasting, cash flow, risk management, IT, investment priorities and policy matters
- Create relevant and timely financial models to support strategic decision-making
- Lead the development of the overall annual operating financial plan and present related progress reports
- Develop and monitor program budget and resources needs
- Prepare, review and interpret financial statements and make recommendations regarding appropriate corrective action in response to variances and trends
- Ensure compliance with all legislated and funder reporting requirements, including quarterly and annual reports
- Effectively communicate and present critical financial matters in language that promotes uptake by individuals without a financial back ground
- Ensure security and confidentiality of all financial and payroll information
- Coordinate and lead the annual audit process
- Work with the Revenue Development Team to provide financial data for various fundraising programs and projects

Other

- Lead the Finance team by acting as a coach and mentor; develop staff using a supportive and collaborative approach
- Establish and monitor staff performance and development goals, assigning accountabilities, setting objectives, establishing priorities, and conducting annual performance reviews
- Ensure client, volunteer, employee and stakeholder inquiries are responded to in a timely manner
- Provide leadership, supervision and direction to the IT support and facilitates management staff
- Liaise with external vendors; review all contracts

Qualifications

Education & Experience

- Degree in Finance, Public/Business Administration, or Accounting or preferred.
- Chartered Professional Accountant (CPA) designation
- 5+ years of relevant experience
- Demonstrated success in making sound financial recommendations to plan, set goals, assess effectiveness, create and implement action plans and evaluation the results
- Experience managing and motivating financial teams.
- Experience/comfort working in a demanding, fast pace, complex, ever-changing environment
- Working knowledge of all applicable legislation
- Valid Driver's License and daily access to a reliable vehicle for business-related travel

Technical Skills & Knowledge

- Capacity to quickly and accurately prepare a variety of documents and correspondences utilizing Word, advanced Excel, and SharePoint
- Experience in health care data management and reporting requirements to Ontario Health
- Strong project management and problem-solving skills
- Commitment to handling confidential material and information with discretion.
- Well-honed communication, and interpersonal skills
- Experience with Quadrant Payroll, NetSuite, and AlayaCare an asset
- Experience overseeing payroll and donation receipting an asset
- Knowledge of the non-profit/charitable sector, more specifically the older adult sector, is an asset

Working Hours & Environment

- Willing and able to work occasional evenings and weekends for prescheduled committee meetings, Board meetings and events
- Extensive computer and telephone use
- Opportunity to split work between home and main office, based on agency need

If this role sounds like the opportunity you have been looking for to challenge yourself and showcase your abilities – we would love to hear from you!

Please submit your resume and cover letter through our posting on Indeed or Charity Village, clearly identifying the unique attributes you bring to the position, by **May 8, 2022**.

We are happy to accommodate the needs of qualified applicants in all parts of the recruitment and assessment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you

are contacted for an interview and anticipate needing accommodations for any part of the recruitment process, please do not hesitate to let us know how to best meet your needs.

Only those candidates selected for an interview will be contacted.

Check out communitysupportconnections.org to learn more about our programs and services! You can also find us on Facebook, Twitter and LinkedIn!