

Job Posting

Director, Finance and Corporate Services

Full-time Permanent
Salaried position based on 35 hours per week

Anticipated Start Date: As soon as possible
Location: Main Office (201 Jogues Street, Sudbury)

Summary:

Our Children, Our Future/Nos enfants, notre avenir is seeking a highly qualified and motivated Director, Finance and Corporate Services to join our team. Reporting to the Executive Director, this position plays a critical role in driving the organization's long-term financial sustainability and success by providing strategic financial leadership, managing risks optimizing financial resources and ensuring compliance. The Director will oversee all finance functions and be responsible for playing a key role in short and long term strategic decision making.

Key Responsibilities:

- Lead a team responsible for the payroll, human resources, accounting and fundraising functions.
- Provide strategic financial guidance to the Executive Director and Board of Directors.
- Collaborate with departmental managers/directors to develop annual budgets and forecasts and to support organizational goals and growth.
- Provide leadership and guidance in the development of financial reporting systems and tools to support informed decision-making.
- Report on a regular basis the organization's financial ability to meet its strategic and operational objectives.
- Oversee reporting to appropriate government agencies.
- Monitor legislation, regulations, policies and procedures applicable to financial reporting and operations.
- Participate in the development and revision of policies & practices.
- Develop and maintain effective relationships with municipal, provincial and federal government agencies, as well as professional organizations such as consultancy firms and auditors.
- Establish and maintain robust internal controls and financial policies, mitigating risks and ensuring compliance.
- Facilitate and oversee year end auditing or any other auditing conducted by third parties.
- Maintain the agency's general insurance portfolio.
- Identify opportunities for process improvements and cost-saving initiatives.

Qualifications and Skills:

- Bachelor's Degree in Finance, Business Administration, Accounting or related field, preferably with a professional designation in accounting (CPA).
- Minimum of five years experience in a Senior Financial Management role, preferably in the not-for-profit/charitable sector.
- Experience in Payroll and Human Resource Management, with knowledge in related legislation and Acts including Employment Standards Act and the Workplace Safety & Insurance Board.
- Experience in designing and implementing financial strategies, forecasting, budgeting and planning.
- Strong analytical skills.
- Strong leadership and team management skills.
- Ability to think strategically with a focus on innovation and efficiency.
- Strong understanding of accounting principles, standards and regulations.
- Ability to work with confidential information.
- Excellent organizational skills, time management skills and communication skills, both oral and written.
- Ability to multi task and work under pressure to meet deadlines.
- Superior computer software knowledge and skills.
- Ability to work effectively in a bilingual (French/English) environment would be an asset.

WHAT WE OFFER:

- Competitive compensation plan
- Hybrid work environment (On site / Work from home)
- Group RRSP & retirement planning
- Child care discount (50%)
- Paid sick days
- Progressive vacation package
- Comprehensive benefit package including extended health care, dental & drug coverage
- Employee Assistance Program
- Professional Development opportunities
- Employee Recognition Gala
- Wellness initiatives & incentives

How to Apply:

If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter to **Susan Nicholson, Executive Director**, detailing your relevant experience and why you are the ideal candidate for this position by **Monday, October 30th, 2023 at 4 pm.**

By Email: susan.nicholson@ocof.net
By Fax: 705-673-3354

We wish to thank all applicants for their interest but advise that only those candidates selected for an interview will be contacted. Our Children, Our Future/Nos enfants, notre avenir is an equal opportunity employer. Accommodation is available for applicants selected for an interview.