

## **Director of Finance**

Reporting to the Chief Executive Officer (CEO), the Director of Finance contributes to the overall success of the organization by effectively leading and managing all financial and accounting functions for the entire organization. This position is responsible to lead the organization into the future with long-term financial sustainability.

The Director of Finance is responsible for all aspects of financial accounting, reporting, budgeting and controls; and government reporting and compliance in a highly regulated sector. This is a very hands-on role (with five direct reports) where the Director of Finance prepares financial and management reports and analysis; leads the operating budget and capital planning process, and prepares and presents for review and approval to the Board's Finance & Audit Committee; and assists in performing accounting functions such as journal entries and account reconciliations as required. This position is an integral part of a small executive team that supports directly and indirectly the ongoing, 24/7 operations of the entire organization. The incumbent is expected to lead and demonstrate the values of the organization.

### **Key Role Duties:**

#### **FINANCIAL ACCOUNTING AND REPORTING**

- Prepare timely and accurate financial reports and financial statements on a monthly / quarterly basis that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP) for not for profit organizations;
- Review monthly results and implement monthly variance reporting;
- Enhance, implement, and ensure compliance with all financial and accounting policies, procedures, and reporting systems to ensure that the organization operates in a financially prudent manner with appropriate controls to safeguard assets and processes to identify and mitigate financial risks;
- Develop and implement policies and procedures to ensure that financial information is secure and stored in compliance with current legislation;
- Maintain and oversee all financial accounting systems and maintenance of the general ledger;
- Ensure that all statutory requirements of the organization are met and remitted including, but not limited to, Charitable Status, Withholding Payments, Employer Health Tax, Income Tax and HST;
- Ensure all reconciliations are completed including bank and investment accounts;
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate. Prepare and present quarterly reports on capital to the Board's Finance & Audit Committee;
- Prepare and submit all financial and statutory reports pursuant to government funding, legislative and internal requirements;

- Prepare all supporting information for the annual audit and liaise with the Board's Finance & Audit Committee and the external auditors as necessary;
- Liaise with the Board's Treasurer and Finance & Audit Committee as appropriate;
- Prepare material for, and present at the Board's Finance & Audit Committee as required.

#### **INTERNAL CONTROLS AND COMPLIANCE**

- Ensure that appropriate systems of internal controls have been implemented and that these systems are operating effectively with respect to financial reporting; appropriate checks and balances to safeguard assets; the validity and timely recording of all transactions; ensuring compliance with the organization's financial policies and procedures; and processes to identify and mitigate financial risks;
- Monitor and maintain a good knowledge of all legislation and agreements applicable to the organization to ensure compliance and that best practices are implemented.

#### **FINANCIAL PLANNING & BUDGETING**

- Develop and lead the annual operating budget and capital planning process and process for monitoring actual versus budgeted results throughout the year;
- Establish guidelines, assumptions and templates for budget and forecast preparation, and prepare the annual operating budget and capital plan in consultation with the senior management team and Finance & Audit Committee;
- Facilitate and direct on-going discussions with department managers to ensure that the organization's objectives are achieved given financial constraints;
- Assist department managers with the preparation of budgets for funding applications.

#### **INFORMATION TECHNOLOGY**

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements;
- Advise on appropriate technology that meets the organization's information requirements and financial resources.

#### **RISK MANAGEMENT**

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized and the organization operates in a financially prudent manner;
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors;
- Manage banking arrangements, including lines of credit & debt, as required and appropriate.

## **ADMINISTRATION**

- Contribute to the leadership and implementation of the various finance and accounting administrative functions of the organization necessary for effective operations
- As part of the executive team, oversee the management of all leases, contracts and other financial commitments.

## **Qualifications:**

### **EDUCATION**

- Bachelor's degree in Accounting, Commerce or Business Management / Health Care Administration
- Professional accounting designation i.e. CPA
- MBA a strong asset

### **EXPERIENCE**

- Minimum of five to ten years of experience as Director of Finance or equivalent, preferably in a not-for profit or healthcare organization with government agency reporting having a budget of at least \$10 million
- Experience in the Long-Term Care, Community Services for Seniors' and Seniors' Independent housing and rent geared-to-income; government agency funding and reporting is a definite asset

### **KNOWLEDGE AND SKILLS**

- Strong accounting skills and knowledge of generally accepted accounting principles
- Demonstrated strong knowledge and experience in the development and implementation of effective internal control processes and controls
- Demonstrated clear and dedicated continuous improvement mindset and ability to challenge the status quo
- Excellent written and verbal communication skills with strong presentation and facilitation skills and the ability to explain financial concepts to non-finance team members
- Detail oriented and process driven in the interests of ensuring accuracy and the respect of timelines in all financial reporting and accounting matters

- Demonstrated leadership ability, team management, and Interpersonal skills
- Excellent analytical, abstract reasoning and organizational skills
- Experience working with information technology to manage finance and accounting functions. Experience with accounting software Microsoft Dynamics and Dayforce HCM is an asset
- Proficiency in the use of Microsoft application software (Excel, Word and PowerPoint)
- Knowledge of legislation applicable to the organization and the sector (i.e. Long-term care and seniors housing and charities) is an asset

Successful candidates hired to work within Copernicus Lodge in this role are required to provide the following information as a Condition of employment:

- Vulnerable Sector Check;
- Proof of Covid-19 Full Immunization;
- 2 Step TB Skin Testing;
- Negative Covid-19 PCR Test within last 7 days.

If this resonates with you, we want to talk to you! So send in your CV today at info [resumes@copernicuslodge.com](mailto:resumes@copernicuslodge.com) . We thank all applicants who apply, but only those selected for an interview will be contacted.