

 **Director of Finance and Corporate Services**

**Salary Range $85,000 - $95,000**

 ***(Permanent Full Time )*
Posting Date:** April 20, 2020 **Closing:** May 11, 2020

Alzheimer Society Peel is looking to add another fantastic team member to our organization. We are currently searching for a Director of Finance and Corporate Services leader. As part of the Senior Leadership Team, the Director of Finance (DOF) will provide tactical support as well as be the financial spokesperson for the organization. The DOF will report directly to the Chief Executive Officer (CEO) and will directly assist the Senior Leadership team on all relevant strategic matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding on the day to day financial operations.

**Key Accountabilities**

* Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.
* Train and mentor the Finance Team and staff on raising awareness and knowledge of financial management matters.
* Work with the Senior Leadership Team on the strategic vision including fostering and cultivating stakeholder relationships as well as assisting in the development and negotiation of contracts.
* Participate in developing new business, specifically: assist the Senior Leadership team in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
* Ensure that adequate controls are installed and that substantiating purchase documentation is approved and available to meet all required internal and external reviews and audit requirements.
* Manage the daily cash flows of the organization, anticipate required cash balances, manage the organization’s banking activities and perform cash flow projections as required to support ongoing programmes, Senior Management initiatives and Board requirements.
* Provide the CEO and Senior Leadership Team (SLT) with an operating budget. Works with the SLT to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, provincial, local and contractual guidelines, ensuring that all government regulations and requirements are disseminated to appropriate personnel, and monitoring compliance.
* Monitor and report on the performance of the organization’s investment portfolio and coordinate the execution of fund manager activities relative to Board/CEO directives and the redeployment of excess cash balances
* Create and oversee the production of monthly financial reports including any reconciliations required by funders and pension plan requirements
* Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
* Develop and maintain systems of internal controls to safeguard financial assets of the organization. Oversee the coordination and activities of independent auditors ensuring all audit issues are addressed and that annual financial statements are prepared in accordance with Canadian GAAP and that any other other required supplementary schedules and information required by governments and their agencies are prepared on a timely basis.
* Attend Board meetings and serve as the lead staff resource on the Audit/Finance Committee.
* Investigate cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
* Assist in the design, implementation, and timely calculations of wage incentives, commissions, and salaries for the staff.
* Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
* Oversee business insurance plans and health care coverage analysis.

**Qualifications and Skills:**

* University Degree
* CPA Certification required
* Minimum 7-10 years of related work experience with a minimum of 3 years in a senior leadership role
* Experience working in a non for profit considered an asset
* Microsoft Office and various accounting packages (Great Plains and Income Manager, Quickbooks)
* Demonstrated success in managing and working as part of a team
* Good interpersonal skills
* Organized, ability to multitask
* Excellent communication skills (verbal and written)

**We Invest In You!**

* RRSP with company match (for those who qualify)
* Generous vacation entitlements
* Professional Development through innovative Educational Opportunities
* Annual Education Reimbursement
* Employee Recognition and Discount Programs
* Complete insurance coverage-medical, dental, vision, life insurance (for those who qualify)

**Qualified applicants must apply by sending a cover letter and resume to**

**HR@alzheimerpeel.com by no later than May 11th, , 2020.**

**(Only qualified applicants will be contacted for an interview.)**

**Alzheimer Society Peel is an equal opportunity employer and welcomes diversity. We are committed to an inclusive and barrier free work environment. Applicants with a disability will be provided accommodation during the recruitment process upon request. Please contact An Ly at a.ly@alzhiemerpeel.com if accommodation is required.**