

## Director of Finance, Regina Saskatchewan

**Ending Alzheimer's disease is one of the greatest causes of our time – and it demands great people.** Many of us who work for the Alzheimer Society have some connection with Alzheimer's disease or another form of dementia. It is what drives and motivates us in our efforts to fight against a disease that currently has no cure.

The Alzheimer Society of Saskatchewan (ASOS) is a volunteer-based, non-profit organization committed to improving the lives of people affected by Alzheimer's disease and related dementias. ASOS is currently recruiting an ambitious and result-oriented individual to work as a permanent full-time **Director of Finance** based in Regina.

### **Job Summary**

The Alzheimer Society of Saskatchewan is searching for a Director of Finance to join our leadership team. Reporting to the Chief Executive Officer the Director of Finance (DF) leads a small staff team to oversee the finance and administration services of the Alzheimer Society.

This is an outstanding opportunity to play a lead role in ensuring the continued success of a leading not for profit supporting people living with dementia in Saskatchewan. As an ideal candidate for this role, you're a positive, collaborative leader with a strong record of success as a Finance leader in a not-for-profit organization (ideally a charity).

As an ideal candidate, you strive to build productive and sustainable relationships with your colleagues and external partners, you're a consummate team player, and you demonstrate integrity in all that you do. This is a dynamic environment in which you'll face non-standard accounting challenges.

The Director of Finance is responsible for the operations of the ASOS including developing, implementing and evaluating financial and administrative policies and procedures to achieve efficiency and controls within each function of the department. The Director of Finance and Administration has the overall responsibility for the management of day to day accounting, payroll and benefits administration, preparing budget and financial statements in accordance with GAAP, preparing annual charitable return, and management of all office leases, contracts, investments, insurance certificates and other financial commitments.

### **Key Responsibilities**

- Lead the financial management function, ensuring that appropriate financial controls and policies are in place while ensuring adherence to current finance best practices for charities.
- Lead and manage a small finance and administration team.
- Hands-on management and oversight of accounting and payroll from daily transactions through to annual audit, ensuring relevant and timely financial reporting internally and to the Board of Directors.
- Lead the development of budgets and forecasts, collaboratively providing expert and professional support to the management team, ensuring ongoing financial sustainability

### **Job Qualifications**

- Certified Professional Association designation

# Alzheimer Society

S A S K A T C H E W A N

- Minimum ten years of progressive financial management experience. Preference will be given to those candidates with previous experience in a non-profit registered charity
- Proven ability to function effectively at the senior/executive management level
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Strong leadership, strategic thinking, organizational planning and budgeting skills
- Awareness of applicable federal and provincial legislation relevant to the activities of a registered charitable organization knowledge of current community challenges and opportunities relating to the mission of the organization
- Maintains a high level of confidentiality at all times and communicates with discretion and tact.
- Effective at building positive relationships with staff and partnerships with stakeholders at all levels; professional in all dealings with internal and external stakeholders
- Proficiency in the use of computer programs including the Microsoft Office Suite, SAGE, ADP Payroll,

**Salary Range: \$70,000 - \$90,000**

The Alzheimer Society of Saskatchewan provides extended health benefits through 3SHealth and participates in SHEPP (Saskatchewan HealthCare Employees' Pension Plan).

Please submit your resume and cover letter to:

Joanne Bracken, CEO

[ceo@alzheimer.sk.ca](mailto:ceo@alzheimer.sk.ca)

**Closing Date:** April 14, 2020

We thank all who apply, but only those selected for an interview will be contacted.