

**Position:** Director, Finance & Strategic Initiatives  
**Status:** Permanent Full Time – 75 Hours bi-weekly

Carebridge Community Services (CCS) and Community Living Association, Lanark (CLA) are managed by a common administrative group. The Director, Finance and Strategic Initiatives will oversee the financial and organizational strategic operations of both organizations. This is an exciting new direction for the organizations and a skilled accountant is needed to oversee both the change and to create and maintain a robust finance department. We are searching for an outstanding leader who will share the vision of both organizations and strive to exceed the needs of program departments.

CCS and CLA are non-profit agencies that foster caring, strong, and inclusive communities across Lanark County. We are built on three Service Pillars:

**Seniors' Services (CCS)**

**Affordable Housing (CCS)**

**Developmental Services (CCS and CLA)**

Leading with respect is critical as there are no egos here; your work will directly support front line staff who are the backbone of the organizations. The work that we do supports those in need 24/7.

**Position Summary:**

Reporting directly to the Chief Executive Officer, the Director, Finance & Strategic Initiatives (Director) is responsible for the oversight of the Finance Department including establishing and maintaining financial processes. The Director is responsible for the development of the Business Plan and annual budget and the preparation of the annual financial statements in accordance with not-for-profit GAAP accounting standards. The Director must demonstrate results oriented financial and operational strategies that support and enhance current operations while considering how decisions will affect organizational sustainability.

Further, the Director assists with developing, executing, and sustaining strategic initiatives for CCS and CLA. They will focus on accelerating organizational performance through cohesive strategy planning and execution. They will drive organizational change, forge new working systems, relationships, and synergies across the two organizations. This work will establish greater transparency and accountability for those people carrying out CCS and CLA's operational strategies.

**Description of Major Duties:**

- Oversees the operation of the Finance Department to ensure compliance with Canadian Not-for-Profit accounting standards, financial and operational requirements for charities, and policies and procedures.
- Provides leadership and mentoring for Finance Department staff to ensure efficient and value-added services for the organization.
- Prepares and presents financial and operational reports for the Board of Directors and the Boards' Committees.
- Oversees year-end processes and prepares the annual financial statements.
- Acts as the primary administration contact for auditors and ensure their information needs are met.
- Prepares the annual Charity Return (T3010) and annual funder accountability reports.
- In accordance with direction provided by the CEO and the Board of Directors, the Director prepares the annual business plan and operating and capital budgets.

- While adhering to direction set by the CEO and the Board of Directors, formalizes and leads the strategic planning process, focusing on long term trends and outlook, and competitive intelligence.
- Facilitates the development and execution of the strategy by working collaboratively with the other senior leadership team members and ensuring that the strategy is communicated and easily understood by all throughout the organization. Ensures that strategic actions are completed at various levels to achieve desired results.
- Ensures that appropriate metrics are in place to measure organizational and divisional performance and progress towards each organization's strategic goals.
- Acts as a key advisor to Chief Executive Officer on critical changes in the competitive landscape, changing community needs, shifting funder priorities and financial concerns.
- Conducts program and service reviews to assess their effectiveness, to identify opportunities and threats and to assemble information to craft progressive and innovative strategies.

#### **Education, Skills, and Abilities:**

- 5 to 10 years of progressive management experience within Non-Profit, Foundation, or relatable industry.
- Post-Secondary Degree with Chartered Professional Accountant designation is required. A MBA degree is a significant asset.
- Approaches business with an entrepreneurial mindset and effectively articulates vision to engage and influence a wide range of stakeholders.
- Superior communication skills and demonstrated ability to influence at all organizational levels, building mutually beneficial relationships in the process.
- Extensive change management experience and developing effective approaches to enhancing and improving organizational culture.
- Success as a people leader and mentor - commits to motivating direct reports and peers through effective leadership. Encourages and accepts constructive feedback and actions accordingly.
- Self-directed and works independently with minimal supervision and demonstrates flexibility, adaptability, and capability to perform well in ambiguous situations.
- Takes initiative beyond the established scope of responsibilities, prioritizes process improvement, and generates accurate and on-time work-product.
- Solid project management and presentation skills, including experience with developing, leading, implementing, and evaluating the effectiveness of projects and procedures.

#### **Leadership Competencies:**

- **Communication**
- **Influential and Collaborative**
- **Research & Analysis**
- **Entrepreneurial Approach (Entrepreneurship)**
- **Employee Centric (Focused)**
- **Organizational Knowledge & Governance**

#### **INTERESTED IN APPLYING FOR A POSITION AT CAREBRIDGE?**

Please email resume to [careers@carebridge.ca](mailto:careers@carebridge.ca)

Fax: 613-256-1185

Carebridge is an equal opportunity employer prizing diversity and inclusion. We are committed to treating all employees and applicants for employment with respect and dignity. If you require assistance and/or an accommodation due to a disability during the application or the recruiting process, we can assist.

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