

DIRECTOR, FINANCE AND STRATEGIC INITIATIVES
FULL-TIME PERMANENT – ALMONTE, ON

Carebridge Community Support (CCS) and Community Living Association – Lanark County (CLA) are seeking a Director, Finance and Strategic Initiatives who will be a key member of the Executive Leadership team and an Alliance member between the two Agencies.

We, CCS and CLA, are united in our vision of creating communities where everyone belongs, feels valued and respected, and has every opportunity to reach their full potential.

Reporting directly to the Chief Executive Officer, the 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 Plans and annual budgets and the preparation of the audit ready financial statements in accordance with not-for-profit GAAP accounting standards. They must demonstrate results oriented financial and operational strategies that support and enhance current operations while considering how decisions will affect organizational sustainability.

Additionally, the Director is responsible for developing, communicating, executing, and sustaining strategic initiatives for two Agencies. They will focus on accelerating performance through cohesive strategy planning and execution, knowledge management and the implementation of organizational dashboards for impact and organizational effectiveness. They will drive organizational change, forging new working relationships and synergies across the organizations and establishing greater transparency and accountability for those people carrying out the strategies.

SUMMARY OF JOB 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.
- Ensures strong levels of internal control to achieve maximum financial and data integrity.
- Develops, implements, and maintains sound accounting policies, procedures and internal controls that meet organizational and funder needs.
- 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 Senior Leadership Team, the Board of Directors, and the Boards' Committees.
- Undertakes year-end processes, including the preparation of financial working papers, lead sheets and year-end reconciliations.
- Prepares the financial statements and related notes in preparation for the annual audit.
- Acts as the primary administration contact for auditors and ensures their information needs are met.
- Prepares the annual Charity Return (T3010) and annual funder accountability reports.
- Develops financial policies and procedures to ensure that resources are utilized effectively and efficiently and that financial services are delivered in a timely and efficient manner.
- Leads the development of the detailed Business Plans, while adhering to direction set by the CEO and the Board of Directors. This includes formalizing and leading the strategic planning process, focusing on long term trends, and competitive intelligence.

- Facilitates the execution of the strategies by working collaboratively with the Senior Leadership Team members and ensuring that strategy is easily understood by all throughout the organizations.
- Ensures that strategic actions are completed at various levels to achieve desired results.
- Leads each organization's approach to measurement and evaluation with a focus on the creation of organizational dashboards or other reporting mechanisms for impact and organizational effectiveness.
- Acts as a key advisor to the 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:

- Post-Secondary Degree with Professional Designation in accounting (or working towards).
- 5 to 10 years of progressive management experience
- 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 demonstrated approaches to enhancing and improving organizational culture.
- Success as a people leader and mentor - commits to motivating peers and direct reports 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.
- Comfortable using a variety of communication methods and styles, ability to choose appropriate and effective method(s) depending on audience and situation.
- Has an honest, open, and consistent approach to working with others leveraging intrapersonal and interpersonal skills; with a focus on solving the problem or towards completing a goal.
- A Criminal Record Check for the Vulnerable Sector within the last 6 months is required.

ASSETS

- 5 to 10 within Non-Profit, Foundation, Government, or relatable industry
- Master's degree in business

INTERESTED IN LEARNING MORE?

Please email a CV to careers@carebridge.ca

We provide employees with a competitive benefits package and employment perks like flexible work arrangements, paid vacation and sick time, retirement planning and training, development and growth opportunities.



We are 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 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.