

DIRECTOR OF FINANCE

Scope of Work

Crossroads Children's Mental Health Centre is seeking a Chartered Professional Accountant (CPA) with senior leadership experience to join its team as Director of Finance to oversee all aspects of the organization's finances and drive the organization's financial strategy and planning.

Under the direction of the Executive Director and in close collaboration with the Leadership Team and the Finance committee of the Board of Directors, the Director of Finance is responsible for leading or supervising all activities related to financial reporting and analysis, budgeting, business processes/systems, and other aspects of organizational administration. The Director of Finance also provides leadership to the Finance Team.

Conditions of Employment

This is a full-time staff position.

Benefits available for this position.

- Extended health, pharmaceutical, and dental coverage.
- Life and disability insurance.
- Defined contribution pension plan.
- Hybrid Work Environment.
- Four weeks paid vacation to start.
- Education allowance.

Mandate of the Director of Finance

- Lead all organizational processes related to budgeting, financial reporting.
- Supervise the finance team.
- Delivering financial reports to the Executive Director and Boards of Directors and responding to questions and requests for information in a timely manner.
- Ensuring all expectations for financial reporting (management, Board and all funders) are met.
- Liaising with external auditors, negotiating the audit terms, and ensuring the implementation of annual audits and compliance with provincial regulations.
- Ensuring excellence in financial control and accounting, and compliance with regulatory and applicable voluntary standards.

- Identifying and managing the risks that may impact the organization's ability to achieve its mission and financial sustainability.
- Reporting on CCMHC key financial metrics, to inform decision-making and ensure transparency.
- Monitoring the financial performance of CCMHC and communicating emerging issues and opportunities to the Executive Director.
- Supporting organizational fundraising and proposal development.
- Providing financial support and direction to partner organizations, as appropriate.
- Remaining abreast of sector best practices and overseeing the development, improvement and updating financial policies and procedures as needed.
- Overseeing on-boarding and training to CCMHC staff to ensure staff members are aware of and able to comply with financial management and reporting systems.

Experience/Qualifications

- At least seven (7) years (or equivalent) of progressive senior leadership experience in a not-for-profit setting, preferably in a unionized environment.
- Professional accounting designation (CPA).
- Certified Human Resources Professional (CHRP) designation considered an asset.
- At least five (5) years of experience in a charitable not-for-profit environment developing and administering all aspects of financial services including budget preparation, funder reporting, monthly and quarterly financial analysis, payroll, accounts payables and receivables, audit activities, financial policies, and procedures, working with the Finance committee of the Board, and other related functions.
- Extensive experience with Canadian financial reporting guidelines for non-profits, GAAP, and CRA regulations and guidelines.
- Excellent at communicating complex financial statements and budgets in a simplified way to diverse groups.

Salary commensurate with experience.