

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Director of Finance	Competition #:	21/17
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time position
Salary :	\$31.25/hr	Date posted:	June 5, 2017
City:	Ottawa	Posting Expires:	June 18, 2017
Applications Accepted By:			
Fax or E-mail: (613)241-2818 jobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St., Ottawa, ON K1N 5W5	
Position Description			
JOB PURPOSE			
<p>The Director of Finance manages the business activity of the Ottawa Booth Centre (OBC) through financial accountability. The Director is responsible for overseeing the financial operation of OBC, budget and financial control of OBC and development and adherence of policy and procedures that meet existing legislative and regulatory requirements. The Director of Finance will support and assist other Ministry Units as required.</p>			
EXPECTATIONS & TASK LIST			
Financial Accountability			
<ul style="list-style-type: none"> • Responsible for an annual operating budget of between 7-10 million dollars • Ensures finance department and all financial transactions operate in accordance with applicable Territorial Operating Policies and the Territorial Finance manual as well as legislative and regulatory requirements • Develops, in conjunction with the Executive Team, policies and objectives to achieve the mission and financial goals of the facility and, as required, updates policies on finance, trusts and internal controls • Complete ongoing comprehensive financial analysis, providing monthly financial statement to executive team for review and discussion. Provides monthly actual to budget analysis as well as ongoing budgetary forecasts to the Executive Team. • Distributes funding reports to applicable Directors and discusses any concerns • Assists executive team with the monitoring of financial expenditures as per yearly budget projections • Assist with the completing of applications and filing final reports for Request for Proposals (RFP), Capital projects as requested • Responsible for communicating with the Salvation Army Divisional Headquarters, Territorial Headquarters, Regional Accounting Centre, external agencies/associations, and/or funders as financial issues arise. • Monitors cash flow and requests transfers between bank funds as necessary • Reviews A/R balances, discusses collection issues with accounting staff • Discusses operating, capital and staffing budgets with applicable Directors • In collaboration with Executive Director & Executive Team completes and submits DHQ annual budget forms • Advises on contracts & financial issues (contract, leases, etc). • Monitors contract expenditures and works with applicable Directors to ensure spending is within budget limits • Develops and maintains customized financial reports as well as creates financial reports as requested • Reviews with RAC all reporting, within deadlines, including but not limited to: <ul style="list-style-type: none"> ○ Quarterly Trial Balance ○ Annual Report Reconciliation ○ Benchmarking Report ○ Special funding reconciliation • Reviews claw backs and prepares response for appeal • Provides input into operational and Ministry compliance issues 			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

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- Identifies and makes recommendations to Executive team, for resolving business issues and challenges
- Alerts Executive Director or appropriate Director of any potential risks as appropriate
- Supports negotiating team in preparation for and during union negotiations
- Meets monthly with Executive Director to discuss direction of financial flow for the Centre
- Ensures financial accountability to funders and donors
- Manages the financial development and implementation of various fundraising initiatives with respect to capital campaigns in concert with Division PR & Development.

Administration Responsibilities:

- Active member of the Executive Team and participant in all meetings.
- Participates in the planning, developing and executing the strategic plan; ensures the Centre is in compliance with The Salvation Army Operating Policies, Accreditation Standards and Review Procedures, legislative requirements and funding expectations
- Responsible for the scheduling and payroll of direct reports
- Maintains accounting systems and evaluates and recommends system enhancements opportunities for Ottawa Booth Centre

Human Resources

- Provide direct supervision to direct reports ensuring they receive proper regular documented supervision, coaching, training and evaluation within their job description as well as ensuring financial staff adhere to accounting principles and departmental policies
- Conducts ongoing performance reviews for financial department staff
- Participates in the recruitment and selection process to fill any vacant positions in financial services
- In consultation with the Employee Relations Director, implements progressive discipline, as necessary, up to and including termination, in accordance with the Ottawa Booth Centre policy

QUALIFICATIONS

- Minimum of a B.A., ideally with an CPA/CGA/CMA or related degree
- 5 – 7 years of overall professional experience; ideally 3 or more years of broad financial management experience in a similar role or equivalent position
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Must be thoroughly knowledgeable with government budgeting and reporting requirements.
- Experience with computers, LAN systems, financial packages, payroll packages, and word processing essential.
- Ability to deal effectively with others at all levels, including external contracts such as suppliers and funding agencies
- Physical ability to carry out responsibilities and able to cope effectively with stress.
- Proven ability to maintain a high degree of confidentiality
- Able to coach, lead and motivate staff
- Possesses excellent written and verbal communication skills in English (bilingual an asset)
- Demonstrates organizational abilities
- Possesses a collaborative team approach with all managers and staff and creating a working climate that is positive and mutually supportive
- Must be able to provide clear financial and criminal background checks

Hours: Monday to Friday 8:00am – 4:30pm

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

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