

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			
<p>JOB PURPOSE</p> <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 the OBC, budget and financial control the development and adherence of policy and procedures that comply with existing legislative and regulatory requirements. The Director of Finance will support and assist other Salvation Army Units as required.</p> <p>EXPECTATIONS & TASK LIST</p> <p>Financial Accountability</p> <ul style="list-style-type: none"> • responsible for an annual operating budget of between 7-10 million dollars • ensures that finance department and all financial transactions are managed and conducted in accordance with applicable Salvation Army Territorial Operating Policies and the Territorial Finance manual; as well as with legislative and regulatory requirements • develops, in conjunction with the Executive Team, policies and objectives to realize the mission and financial goals of the facility and, as required, updates policies on finance, trusts and internal controls • completes ongoing comprehensive financial analysis, providing monthly financial statements to executive team for review and discussion. Provides to the Executive Team, monthly actual-to-budget analysis as well as ongoing budgetary forecasts • distributes funding reports to applicable Directors and discusses any concerns • assists executive team with the monitoring of financial expenditures as per yearly budget projections • assists with the completing of applications and filing final reports for Request for Proposals (RFP) and 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 the relevant Directors • completes and submits annual budget forms to Divisional Headquarters, in collaboration with Executive Director & Executive Team • advises on contracts & financial issues (contract, leases, etc) • monitors contract expenditures and works with relevant Directors to ensure spending is within budget limits • develops and maintains customized financial reports and 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 Salvation Army compliance issues 			

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- identifies and makes recommendations to Executive team, for resolving business issues and challenges
- alerts Executive Director or relevant 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 Centre's financial flow
- ensures sound financial accountability thereby re-assuring funders and donors of Centre's probity
- 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 engaged participant in all meetings
- participates in the planning, developing and executing of 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 report staff
- maintains accounting systems and evaluates and recommends system-enhancement opportunities for Ottawa Booth Centre

Human Resources

- provides supervision to direct reports ensuring they receive proper, regular, documented supervision, coaching, training and evaluation within their job description as well as ensuring that 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
- implements progressive discipline, in consultation with the Employee Relations Director, up to and including termination, in accordance with Ottawa Booth Centre policies

QUALIFICATIONS

- minimum of a B.A., ideally with a CPA/CGA/CMA designation, or related degree
- 5 – 7 years of overall professional experience; ideally 3 or more years of broad financial management experience in a similar or equivalent director of finance position
- the ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a division or other 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 cognizant of government budgeting and reporting requirements
- experience is essential with computers, LAN systems, financial packages, payroll packages and word processing
- ability to deal effectively with others at all levels, including external contacts such as suppliers and funding agencies
- physical ability to carry out responsibilities and otherwise 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 (bilingualism is an asset)
- demonstrates organizational abilities
- possesses a collaborative team approach with all managers and staff and helps create a working environment that is positive and mutually supportive
- must have sound financial background and pass 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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