



## **SARNIA CHILDREN'S AID SOCIETY JOB POSTING**

### **POSITION TITLE**

Director of Finance / Administration

***The Sarnia-Lambton Children's Aid Society is a trusted ally to families, communities & cultures in creating safe, nurturing environments for children and youth to grow and succeed.***

Reporting to the Executive Director, this senior management position is responsible for the strategic planning, organization, implementation, direction, and evaluation of the Finance and Administration programs. This includes the accounting, costing, budgeting and internal auditing functions within the Society as well as the financial forecasting, planning, controlling, reporting, and office management. This position is responsible for the implementation and maintenance of the information systems within the agency.

**REPORTING RELATIONSHIP:** The Director of Finance & Administration reports to the Executive Director.

### **MAJOR RESPONSIBILITIES:**

#### **FINANCIAL MANAGEMENT**

1. To oversee the formulation and administration of policies and procedures concerning the financial and accounting functions of the agency in order to keep the agency accounting systems within accepted accounting practices;
2. To exercise necessary control to assure the safekeeping of all funds for which the Society, through its Board of Directors, may be deemed to be held responsible;
3. To develop an annual budget for the agency with consideration of forecasted service demands;
4. To prepare monthly and annual financial and statistical statements and reports required by statute, to the Executive Director, management team, Board of Directors and the Ministry;
5. To prepare special reports as are required from time to time to substantiate and support agency experience and direction;
6. To advise and assist the Executive Director and Managers in the application of desirable procedures with respect to the continuous control of costs and expenditures;
7. To work cooperatively with external auditors, representatives of all levels of government and other agencies as are necessary to the accomplishment of his / her function.

#### **ADMINISTRATION / HUMAN RESOURCES**

1. To direct the supervision of all Finance, Data, and IT support staff including the hiring, orientation, training, and supervision of all employees reporting to this position;
2. To oversee and supervise the Society's payroll system;
3. To advise the Executive Director of information related to the collective bargaining process.

#### **INFORMATION TECHNOLOGY**

1. To supervise the agency's information technology staff;
2. To direct the design of effective internal systems, serving as a resource to the agency on systems design and implementation;
3. To ensure the systematic control and security of all files, records and equipment;
4. To oversee the retention and disposal of all agency records subject to government and auditor's requirements.

#### **OTHER DUTIES**

1. To oversee the annual inventory of all property owned by, or entrusted to, the Society;
2. To complete a periodic review of the Society's insurance coverage to ensure that the Society is adequately insured;

3. To attend meetings of staff, management, the Board of Directors and committees as appropriate and to present verbal or written reports regarding matters within the jurisdiction of this position;
4. To oversee the building maintenance and supervise that position;
5. To provide financial support to the Bluewater Foundation;
6. To provide such other duties as may be from time to time assigned.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

To perform the job in an efficient manner, the incumbent requires the following knowledge and skill, some of which may be acquired through on the job training:

1. Values that are aligned with the organization's values and mission statement;
2. Recognized accounting designation (C.A., C.G.A. or C.M.A.) and/or an equivalent combination of academic education and senior experience in the financial accounting field preferably within a not-for-profit or public sector organization;
3. A comprehensive knowledge of financial theories, principles and practices;
4. A knowledge of manual and automated financial and accounting systems and controls;
5. Planning, budgeting, research and evaluation skills with the creativity to formulate major changes in financial administration policies, practices and control where deemed necessary;
6. Demonstrated ability to manage staff in a financial and administrative environment;
7. Working knowledge of information systems management;
8. Considerable attention to detail;
9. Ability to manage other administrative functions related to property management, purchasing and staff communications.
10. Ability to participate as a member of the senior team in the efficient running of the organization and provide leadership.

**ACCOUNTABILITY:**

The Director of Finance and Administration is ultimately accountable and responsible for:

1. The development and maintenance of financial systems and controls that will ensure the effective and efficient use of agency resources while fulfilling the agency's mandate;
2. Development of the Society's budget, plans and financial reports to ensure economy, efficiency and effectiveness in the achievement of corporate goals;
3. Direct supervision of assigned staff.

**SALARY RANGE:** \$103,568 - \$114,536

Sarnia-Lambton Children's Aid Society is committed to employment equity and diversity. We strive for inclusivity in our hiring practices in order to respond to the people and communities we serve. The agency welcomes applications from visible minorities, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.

Accommodations are available for applicants with disabilities throughout the recruitment process.

Interested and qualified applicants are invited to apply in writing to Human Resources, **no later than 5:00 p.m., 23 September 2016.**

Director of Human Resources  
Sarnia-Lambton Children's Aid Society  
161 Kendall Street, Point Edward, Ontario N7V 4G6  
[humanresources@slcas.on.ca](mailto:humanresources@slcas.on.ca)

**Closing Date: September 23, 2016**

We thank all applicants for their interest; only those selected for an interview will be contacted.