



## JOB POSTING #019-2017

Family & Children's Services of Guelph and Wellington is a caring network of staff, volunteers, foster families and adopting families. Together, we are committed to protecting children and supporting families in our community. We are a charitable, non-profit agency that is legislated and primarily funded by the provincial Ministry of Children and Youth Services.

### **POSITION: DIRECTOR OF FINANCE**

As a member of the Senior Management Team, reporting to the Executive Director, the Director of Finance is responsible for the overall operations of the Finance Department and its associated programs and functions in support of Agency goals, objectives and strategy.

As an integral part of the Senior Leadership Team, the Director of Finance must be passionate, committed and confident, possess exceptional communication skills and support a culture of learning and positivity.

### **RESPONSIBILITIES:**

- Financial Accounting and Internal Controls
- External Reporting to Funders and other Government Agencies
- Cash Flow Management
- Preparation of annual audits and liaise with external auditors, as needed
- Prepare and deliver budgets, financial forecasting reports to Senior Management Team and Boards
- Build relationships, both internally and externally
- Foster teamwork and collaboration to resolve problems and make decisions that support the strategic direction and vision/mission of the organization
- Insurance coverage and Risk Management
- Oversee and direct other functions as required

### **QUALIFICATIONS/SKILLS:**

- CPA designation
- Knowledge of Generally Accepted Accounting Principles
- Minimum 5 years Finance experience
- Proven experience in financial and strategic planning, forecasting, budgeting and risk management
- Proven experience in leadership, ability to apply critical thinking and develop creative solutions to support strategic approaches and organizational outcomes
- Project Planning
- Proficient in Excel and other Microsoft programs/applications
- Proven ability to develop, engage and lead a team
- Ability to present to groups, including the Board of Directors
- Previous child welfare, government or not-for-profit experience would be an asset
- Working knowledge of COGNOS and ORACLE would be an asset
- Experience overseeing Administration, IT and QA would be an asset
- Experience in/exposure to property management and insurance risk analysis would be an asset

**LOCATION:** 275 Eramosa Road, Guelph

Family and Children's Services is committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from people of all races, colours, ethnic origins, religions, abilities and sexual orientations. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however only those considered for interviews will be contacted.

Qualified individuals are invited to send their resume to:

Human Resources  
Family & Children's Services  
P.O. Box 1088  
Guelph, Ontario  
N1H 6N3  
Fax (519) 836-6714  
employment@fcsgw.org

***Posting Date:*** November 28, 2017