



## **JOB POSTING # 39-2017**

# **Director of Finance (Permanent, Full time)**

*The Children's Aid Society of Haldimand and Norfolk has been providing protection, prevention and counselling services to children and families since 1896. The Society is funded by the Ministry of Children and Youth Services and is governed by a volunteer Board of Directors who represents the communities we serve. The agency office is located in Townsend, Ontario which is central to the region we serve in rural Southern Ontario (Haldimand and Norfolk Counties).*

### **Position Summary:**

Reporting to the Executive Director, the Director of Finance develops, coordinates and administers the overall financial systems of the Society, including payroll and benefits. The Director of Finance is responsible for the effective operation of the financial and accounting systems, property management and purchasing. As a member of the Senior Management Team, the Director of Finance will contribute to policy development, setting strategic and financial direction for the Society as well as short and long term planning.

### **Qualifications/Skills/Experience:**

- Completion of a post-secondary program in business, finance or accounting, together with a recognized accounting designation (CPA)
- Expert knowledge of financial planning and management, accounting and information systems, provincial budgeting, funding frameworks and audit requirements
- Minimum of eight to ten years of progressive experience with a minimum of five years at a senior management level
- Knowledge of relevant federal and provincial legislation and reporting requirements relating to HST, pensions and benefits
- Knowledge of investment planning, financial management and reporting requirements for registered charities
- Previous experience in government funded, not-for-profit organizations preferred; previous experience in a Children's Aid Society would be beneficial
- Proven leadership skills with the ability to organize and prioritize work flow and manage multiple tasks in a fast paced environment
- Demonstrated ability to work well as a member of a senior management team
- Strong research and analytical skills with proven project and/or process management experience
- Highly developed communication, organizational, facilitation and interpersonal skills
- Highly motivated self-starter who has the ability to exercise good judgment in tenuous situations and is able to build successful working relationships

**Salary:** Competitive salary and excellent benefits package

**Closing Date:** January 19, 2018 (4:30 pm)

**Applications, including covering letter and resume, should be forwarded to:**

**[Employment.Opportunities@cashn.on.ca](mailto:Employment.Opportunities@cashn.on.ca)**

**Please reference job posting number in the subject line of your email.**