



Family and Children's
Services Niagara

Les Services à la famille
et à l'enfance de Niagara

For more than a century, Family and Children's Services Niagara, the local Children's Aid Society, has provided vital child welfare, family/community support, counselling, foster care and adoption services to residents in the Niagara Region.

Chief Financial Officer

[Regular Full-Time]

Reporting to the Executive Director/CEO, the Chief Financial Officer is accountable for the financial and risk management operations of the organization, to include the development of a financial operational strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results. The Chief Financial Officer is a member of the Executive Team and a resource to the Board and its Committees.

Main Duties and Responsibilities:

Agency Planning

- Participates in the development of the FACS Strategic Plan through budget preparation activities that are in line with Ministry funding allocations
- As a member of the Executive team, develops Agency and program budgets establishing program expenditure controls and financial accountability

Corporate Accounting and Financial Management

- Oversees the corporate financial operations, including accounting operations, for FACS Niagara and the FACS Foundation
- Develops, schedules, prepares, compiles, and submits the annual operating budget
- Oversees the creation and implementation of appropriate mechanisms for budget control including the development of planning assumptions and balancing strategies
- Ensures timely financial analysis, reporting and statistical results against the financial plan
- Oversees the timely and accurate filing of all corporate returns
- Oversees the external audits including preparation of the various year-end reports e.g. annual financial audit, Canadian Revenue Agency (CRA) audits
- Oversees appropriate internal control systems and risk management plans
- Recommends long-term finance, accounting and investment policies to the Executive Team and the Board of Directors
- Oversees the procurement of goods and services for the agency including the development and maintenance of policy and procedures in keeping with legislative requirements and public-sector procurement guidelines
- Oversees the Agency compliance with financial legislation, policies, procedures and adheres to all funding agreements
- Ensures General Ledger integrity and ensures accuracy and compliance with the Management Information System Standards and the approved budget
- Oversees appropriate capital, treasury, cash flow, expenditure control and insurance arrangements are in place
- Reviews major vendor contracts or service contracts from a financial perspective
- Oversees the financial property transactions of the Agency including capital and financial leasing agreements
- Oversees the Agency corporate insurance policies, ensuring the Agency has a full coverage in all the required capacities

FACS Foundation

- Provides full cycle financial planning, analysis, and reconciliation to the FACS Niagara Foundation Board of Directors including multi-year planning

Business Continuity Plan

- Develops, implements, and maintains a comprehensive Agency Business Continuity Plan to maintain the Agency's security, integrity, reliability, and continual operation of FACS Niagara business services during any potential interruption in business operations

Shared Services

- Acting as the Agency lead, oversees FACS Niagara's investment in Provincial Shared Services related to various aspects of service delivery, back office and support services

Organizational Stewardship

- Oversees the development, implementation and revision of all organizational bi-laws and acts as the liaison with FACS Niagara's Executive Director/CEO and Board of Directors

Senior Leadership

- Exemplifies and inspires behaviours, actions and attitudes that are consistent with FACS vision, mission, and values
- As a member of the Executive Team, provides strategic advice to the team on Financial and risk management matters; provides advice to the Executive Team on future needs and the impact of emerging trends and priorities
- As a member of the Executive Team, participates in the development and implementation of the Strategic Plan
- Provides leadership for the operational success of the Financial Services department
- Articulates and constantly monitors key metrics of the Financial Services department to assess their efficiency and effectiveness to ensure the highest level of service is being provided
- Assesses risks to the agency and takes appropriate action on cases to minimize and eliminate risks
- Leads the department through periods of change and exemplifies the role of an enthusiastic "champion of change"
- Promotes and ensures integration of activities across departments and monitors achievement of goals set
- Fosters leadership development among management and professional staff to ensure succession planning for key positions
- Ensures implementation of new policy and programs in response to system demands
- Represents the CAS/FACS in provincial, OACAS, joint CAS community initiatives; chairs committees as required

Board of Directors Support

- Supports the Board of Directors in all financial matters
- Ensures the Executive Director/CEO is conversant with finance issues and information relevant to the Board's activities and governance roles
- Acts as a resource to any Board Committee or other standing or ad hoc committees on finance issues as required

Relationship Management

- Establishes and maintains highly effective critical relationships and networks with internal and external partners including the OACAS, numerous community and professional agencies and institutions, funders, governments, and the Board of Directors on behalf of FACS
- Represents FACS in critical situations while employing exceptional problem/issue resolution and consensus building skills to manage and direct divergent views to ensure the most beneficial, collaborative outcomes

- Establishes and maintains meaningful connections with others that are directed towards the sharing of values and opportunities for collaboration while building rapport and establishing/developing credibility of FACS
- Collaborates with stakeholders to identify organizational needs, develop strategic options, and plans to capitalize on opportunities for the CAS/FACS

Other Related Activities

- Ensures own and the Finance department staff expenditures adhere to FACS policies
- Meets or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge as required
- Assists in the training and orientation of peers
- Participates on internal and/or external committees as required
- Leads and facilitates special projects and performs other duties as required

Qualifications:

- Chartered Professional Accountant (CPA) designation
- University Degree in Finance, Business Administration, or other similar field of study
- Minimum 9 years experience in progressively responsible roles and at least 2 years in a Director/CFO role, preferably with experience in Child Welfare or other high-profile, high-risk, not-for-profit organization
- Advanced knowledge of legislation governing accounting, payroll, privacy, security, and confidentiality, CYFS Act, and OACAS and Ministry guidelines
- An advanced knowledge and use of accounting software in all accounting functions, reporting, etc.
- Advanced understanding of the evolving role of the CASs within the child welfare sector and their impact on the development of CAS/FACS priorities
- Advanced knowledge of CAS/FACS business strategies, goals, priorities and programs, and related objectives and plans
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required
- Advanced knowledge of effective strategic planning, research, policy processes and evaluation techniques and proven ability to lead change and find creative solutions
- Exceptional ability to think analytically with attention to detail in highly important matters in the presence of frequent interruptions
- Advanced critical thinking skills
- Exceptional ability to make decisions of sound judgment, often in crisis or emergency situations and to manage the crisis situation appropriately
- Advanced planning, time-management, multi-tasking and organizational skills
- Exceptional written, oral communication and interpersonal skills providing articulate, constructive, meaningful and timely interaction at all levels with the ability to make complex issues understandable

*Please apply with your cover letter and resume by **July 27, 2021** to:*

Email: humanresources@facsnagara.on.ca

We thank all applicants however only those considered for an interview will be contacted.

Preference will be given to candidates who are bilingual in French and English.

Family and Children's Services Niagara welcomes candidates from racialized groups, First Nation Inuit or Métis persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for candidates with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).