

## JOB DESCRIPTION

POSITION:	Director of Finance and Administration
ACCOUNTABILITY:	Executive Director
CLASSIFICATION:	Permanent Full-time
DATE APPROVED:	September 2, 2020

### **Philosophical Overview**

All employees with the Association of Native Child and Family Services Agencies of Ontario (ANCFSAO) are required to follow the Mission, Vision and Values of the organization in all circumstances. Similarly, all employees shall follow the policies and procedures of ANCFSAO, as well as the direction provided by the management team.

All employees are required to perform those duties in a manner that respects and reflects the culture, traditions and values that are common to the First Nation, Inuit, and Métis Peoples.

### **Job Purpose**

Reporting to the Executive Director (ED), the Director of Finance and Administration (DOFA) will play a critical role in the development and ongoing implementation of corporate, financial and human resources for the Association of Native Child and Family Services Agencies of Ontario (ANCFSAO). As a member of the management team, the DOFA will be an advisor to the member agencies, team directors, evaluating and assisting them with their financial plans, as well as in the human resources management of ANCFSAO. This role is responsible of the management of ANCFSAO's information and communication systems, reporting and infrastructure needs. The DOFA will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with the ED, Board of Directors and any related sub-committees of the Board.

### **Job Duties**

- Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, and conservation of assets
- Create and maintain automated financial and management information systems for the company
- Ensure compliance with local, provincial, and federal (including ministerial) budgetary and financial reporting requirements
- Ensure all financial and operational policies and procedures are in compliance with Federal and Provincial Standards and Guidelines
- Develop and implement finance, accounting, billing, and auditing procedures
- Establish and maintain appropriate internal control safeguards
- Coordinate the preparation of financial statements, financial reports, special analyses,

- and information reports
- Submit quarterly and annual financial statements to funders
  - Prepare budget adjustments as required for funding requirements or for changes in services/operations
  - Maintain, monitor, and ensure signing of all Funding Agreements and respond to subsequent reporting requirements
  - Develop a system to ensure completion and submission of Annual GST, HST and Gas Tax Rebates, donation slips, and other remittances required by law
  - Maintain and ensure processing of payroll remittances, T4, Record of Employment and other earning documents meet the requirements set out in the Revenue Canada and employment standards
  - Manage the audit process and report
  - Oversee the approval and processing of revenue, expenditure, department/project budgets, salary updates, ledger, and account maintenance and data entry
  - Interact with other directors, managers, and supervisors to provide support to planning initiatives through financial and management information analyses, reports, and recommendations
  - Establish and ensure records systems are maintained in accordance with generally accepted auditing standards
  - Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems
  - Assist in obtaining the necessary licenses and insurance required to operate the organization
  - Analyze cash flow, cost controls, and expenses to insure accountability and best practises
  - Analyze financial statements for proactive planning and forecasting
  - Establish and implement short and long-range departmental goals, objectives, policies, and operating procedures
  - Assess ANCFSAO's and member agencies organizational performance against both the annual budget and long-term strategy
  - Develop tools and systems to provide critical financial and operational information to the ED and make actionable recommendations on both strategy and operations
  - Engage the Board's finance committee around issues, trends, and changes in the operating model(s) and operational delivery
  - Assist in establishing yearly objectives, selecting, and engaging outside consultants (auditors, investment advisors), as required
  - Advise on specialized IT systems to be procured that meet the needs of ANCFSAO
  - Serve on planning and policymaking committees including internal and with membership agencies
  - Recruit, train, supervise, and evaluate department staff
  - Strategic planning, implementation, and operational formulation of an Information Management department
  - Develop and implement key information management strategies that will contribute to the security and confidentiality of our Well Being Member agency's information.
  - Assist in setting standards and outcome expectations for Information, Technology, service delivery
  - Provide strategic advice to committees, directors, and managers at all levels regarding information, security, and confidentiality
  - Ensures the effective implementation of other duties as determined by the Executive Director

## **Qualifications**

### **Education and Experience:**

- CA, CGA or CMA designation OR a University Degree with a major in accounting or;
- Master's Degree with a minimum of 7 years applied practice in a senior management role with progressive experience in the Financial or Accounting Management field. A combination of education, experience and knowledge will also be considered or;
- Chartered Professional Accountant (CPA) designation
- Bachelor's degree in Commerce or Business Administration or;
- Eight years' experience in progressively more responsible administrative positions addressing human resources and financial management or;
- Work with non-profit organizations such as Indigenous child wellbeing, child welfare or human services, with preference given to work with Indigenous organizations.

### **Knowledge Requirements:**

- Respect, knowledge and understanding of Indigenous culture, traditions, and teachings
- Relevant legislation and regulations including Employment Standards Act, Labor Relations Act, Occupational Health and Safety Act, Workers Compensation Act, AODA, and the Ontario Human Rights Code
- Agency's mission, vision, strategic objectives, and non-service-related policies and procedures
- Current trends and best practices within the Accounting field
- Familiarity with the Child and Family Services Act and social work practises
- The principles of diversity, inclusionary and anti-oppressive practices
- Adult learning principles and learning styles
- Thorough knowledge of Generally Accepted Accounting Principles
- Thorough knowledge and experience in Financial Management, Human Resources and Information Management that is policy driven and meets proper employment standards and legislations
- Knowledge of Automated financial and accounting reporting systems
- Federal and provincial financial regulations and requirements associated with funding and transfer payment agencies, including ministerial policies and directives.
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies
- Creating and managing budgets for a large human services organization
- Knowledge of best practices in internal controls

### **Ability Requirements:**

- Supervise staff as a diplomatic and flexible team player.
- Work effectively with the management and staff of other programs/agencies.
- Ability to communicate professionally and respectfully in any situation, including difficult discussions that may arise.
- Excellent assessment and analytical skills with proven ability to determine successful outcomes and goals. This includes planning, organizing, problem solving and decision making.

- Make evidence-based recommendations to the senior management team
- Maintain a strong sense of professional judgement, tact, ethics, sensitivity, integrity, accountability, and confidentiality
- Work cooperatively and productively with others to achieve common goals; demonstrate respect, cooperation, and collaboration
- Demonstrate a high level of leadership to foster a responsive organizational culture
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills that build successful relationships
- Function independently as well as lead and contribute within a team environment
- Demonstrate commitment to excellent service delivery, teamwork, innovation, and continuous improvement
- Effectively manage, and secure confidential information

### **Mandatory Requirements**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

### **Special Skills**

- Problem-solving and critical thinking skills to analyze information and identify key issues
- Develop and maintain strong system of internal controls
- Business planning and asset management
- Project management skills, including an ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes
- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments with concurrent timelines and respond to demands of a dynamic environment
- Written and verbal communication skills, including an ability to develop a variety of information materials for diverse audiences and present information in a clear and concise manner

### **Work Site Location**

The position will be based out of the head office in Toronto. Travel within Ontario is required.

## **Physical Demands and Work Environment**

While performing the duties of this job, the DOFA will typically be in an office setting. The DOFA is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching, and bending. The DOFA will be required to travel to meetings in the province of Ontario.

The administration of employee issues can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate but may be loud on occasion. The nature of the position may expose the DOFA to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

## **Technology and Equipment**

Computer, reliable internet, photocopier, telephone, cell phone, fax machine and calculator

## **Key Relationships**

### **Internal:**

The position requires interaction with Executive Director, Finance and Administration staff, co-workers, and the Board of Directors.

### **External:**

The DOFA will interact with Indigenous Child Wellbeing Agencies, Ministry of Children, Community and Social Services, Indigenous Services Canada, Children's Aid Societies, Auditors, Legal Counsel, Consultants, Financial Institutions, Contractors, and other stakeholders.

## **Disclaimer**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. ANCFSAO reserves the right to modify job duties or the job description at any time.