

ST. VINCENT DE PAUL OF VANCOUVER ISLAND



Job Description Director of Finance and Administration

Organization Overview

The Society of Saint Vincent de Paul of Vancouver Island (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, day program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

Position Overview

Reporting to the Executive Director, the Director of Finance and Administration (DFA) is a key member of the Society’s management team responsible for the oversight and guidance of all functions related to the Society’s financial reporting, risk management, administrative functions and Information Technology. The DFA will contribute to the decision-making processes relating to the society’s strategy and operations **including** providing direction, hands-on management of a diverse team, and be responsible for continual improvement of the day-to-day financial operations and administration systems. They will work closely with Society’s senior staff, program directors and contracted consultants, as well as the Particular Council and Conferences within the Vancouver Island Region.

The DFA also assists with the financial aspects of the property management activities related to Society’s residential and commercial portfolio and oversees activities of reporting staff and consultants.

PRIMARY RESPONSIBILITIES

- Participating as a member of the senior management team in developing long range and strategic plans, including assessing and resolving operational issues and policies.
- Developing annual operational plans that support the strategic plan of the Society with measurable goals and milestones.
- Developing and establishing standards and accountability/control mechanisms for assigned Programs in accordance with policies and goals established and approved by the Executive Director and the Board of Directors.
- Developing and recommending long-range plans and objectives for the assigned responsibility areas.

- Providing advice and recommendations to the Executive Director and Board of Directors on significant or cross-agency program and service issues.
- Ensuring compliance with all contract, regulatory, and accreditation requirements for the Society.
- Supervising, developing and motivating assigned staff to attain program objectives.
- Maintaining accountability to referring authorities/agencies and consistent application of the Society's policies.
- Participating in various committees, working groups, associations, etc.
- Maintaining effective relationships with government officials, members, volunteers, community groups, funding agents, and Inter-agency groups.

Financial Management

The Director of Finance and Administration is responsible for ensuring the following responsibilities are completed by the Finance team:

- Analyzing and presenting financial reports in an accurate and timely manner; clearly communicating monthly and annual financial statements; collating financial reporting materials for all donor segments, and overseeing all financial, projects/programs, and grants accounting.
- Coordinating and leading the annual audit process, liaising with external auditors and the finance committee of the Board of Directors; assessing any changes as necessary.
- Overseeing and leading the annual budgeting and planning process in conjunction with the Executive Director and Leadership Team; administering and reviewing all financial plans and budgets; monitoring progress and changes and keeping the senior leadership team abreast of the organizations' financial status.
- Managing organizational cash flow and forecasting.
- Ensuring the Society Social Concern Income Tax Program for those in need is implemented effectively and within Revenue Canada requirements.
- Accurately completing the Society donation, childcare and other receipts and the completion of the Charity Tax Return.
- Overall responsibility for the quality, accuracy and content of all financial data, reporting and audit coordination.

The Director of Finance and Administration is also responsible for:

- Implementing a robust contracts management and financial management/reporting system.
- Ensuring that the contract billing and collection schedule is adhered to.
- Ensuring financial data and cash flow are steady and support operational requirements and there is availability of funds when required.
- Effectively communicating and presenting the critical financial matters to the Board of Directors.
- Overseeing the risk management for the Society, working with the Executive Director and the leadership team identifying areas of potential risk; and ensuring adequate insurance coverage is in place for the Society.

- Presenting the risk register to the Executive Director quarterly.
- Overseeing the management of all leases, contracts, and other financial commitments
- Participating in collective bargaining and reporting financial implications of collective agreements to the Executive Director.
- Providing financial budgets for grant requests and preparing financial reporting to grantors.
- Developing the capital plan in conjunction with the Executive Director and ensuring it is implemented.
- Managing the financial and budgeting responsibilities of any new capital development or capital improvement plan.
- Preparing in consultation with the Executive Director the tendering of capital projects and the preparation of the annual operating budget once the project is completed.
- Updating and implementing all necessary business policies and accounting practices; improving the finance department's overall policy and procedure manual.
- Working with the Executive Director to review and update the Society operational policies.

Human Resources, Payroll and Benefits Management

- Working with external HR consultants and in collaboration with the Executive Director in maintaining and implementing HR Policies and best practices in the charitable sector.
- Maintaining communication with the group benefits broker and provider, including evaluation of ongoing suitability of group benefits and pension plans.
- Overseeing the payroll function, ensuring timely reporting and remittance requirements.
- Creating and implementing staff and volunteer training and development initiatives.

Information Technology

- Planning, directing and overseeing activities related to the Society's computer and information systems including coordinating jobs related to the hardware, software, cellular phones, leases, contracts, equipment purchases, and networks that the business uses.
- Developing strong IT and software support vendor relationships by providing oversight and guidance in managing and reviewing the day-to-day technology needs including implementing new systems as required.
- Monitoring technology service providers' performance to their service agreements.
- Overseeing and directing the work of Contract Information Technology (IT) consultants who provide IT support to the Society.

Particular Council and Conferences Activities

The Director of Finance and Administration is responsible for ensuring the following Conference responsibilities are completed by the Finance team and administration:

- Reconciling the Conferences bank accounts and paying invoices and bills on their behalf.
- Maintaining Conference signing authorities and liaising with the bank representatives.
- Preparing periodic income statements for the Conferences.
- Maintaining the records of Conference Visa accounts and signing authorities.
- Completing the Annual National Consolidated Reports.
- Ensuring there is adequate liability insurance for the members.

EDUCATION & EXPERIENCE

- University degree in Business, Accounting, or equivalent with a CPA designation required.
- Minimum 5 years of recent financial experience in the not-for-profit sector is preferred, an equivalent combination of education and work experience will be considered.
- Experience working in a unionized environment is an asset.
- Strong project management experience.
- Competency in Microsoft Office Suite.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and verbal communication skills with the ability to discuss financial issues in a language suitable to the audience.
- Strong technical knowledge and skills.
- Demonstrated leadership skills that build effective teams, motivate key employees, inspire confidence in others, coach and encourage success.
- Ability to build relationships, seek resolution in conflict and be effective in stressful situations.
- Initiative and proven ability to work independently with minimum supervision.
- Ability to negotiate and work with a variety of internal and external stakeholders.
- Ability to manage multiple concurrent projects and deadlines while maintaining a high level of attention to detail.
- Participating in meetings, conferences, and other program related activities might involve long workdays, and/or evening/weekend work.