



Job Posting

Director of Finance & Corporate Services

Date Posted: April 12, 2021
Closing date: April 19, 2021

Hours of Work – 37.5 / week
Salary - \$108,163 - \$121,871

The John McGivney Children's Centre provides family-centered paediatric therapy services in the Windsor-Essex County community, enriching the lives of children and youth with special needs by helping them reach their full potential. Reporting to the Chief Executive Officer, the Director of Finance and Corporate Services oversees Finance and Corporate Services; including: Facilities, Information Technology, and Human Resources. The Director of Finance and Corporate Services will oversee the Centre's \$10 Million budget, and will assume a strategic role in relation to the day to day accountability for planning, implementing, managing, controlling and evaluating the achievement of outcomes of all financially-related and corporate related activities of the John McGivney Children's Centre.

The Director of Finance & Corporate Services will:

- Provide day-to-day leadership and strategic direction to finance, corporate, and operational departments (Facilities, IT, HR).
- Establish and implement internal controls to ensure efficient and effective operations in-line with strategic initiatives and budgetary allocations.
- Utilize appropriate reporting, budgeting and forecasting models to analyze and present financial and statistical information in an accurate and timely manner.
- Oversee and lead the annual budgeting and planning process in conjunction with the Centre CEO.
- Support Board governance by effectively communicating and presenting critical financial and statistical program matters; and provide key strategic input to the Board of Directors.
- Regularly attend Board and Board Committee meetings.
- Manage the organization's investments and cash flow in adherence with approved policy.
- Oversee all regulatory reporting, including ensuring compliance with Funder agreements and performance targets.
- Participate in compensation and benefits implementation and review processes.
- Develop risk management plans and quality processes and reporting.
- Participate in Collective Bargaining, and union related matters.
- Project management.

Qualifications:

The qualified candidate must possess a University degree, preferably in the area of Finance, Commerce or Business Administration. The qualified candidate must have a professional certified designation (CPA) and be in good standing. A minimum of 7 years of progressive management experience is required; experience in the not-for-profit sector is preferred.

Equivalent combinations of education and experience which result in the required level of knowledge, competencies, skills and abilities may be considered.

Other courses or certificates related to financial management, human resources, or IT, are considered an asset. Experience working with unions, and knowledge of union processes is beneficial. Strong proficiency in Excel and working with databases and HRIS systems is required.

Candidate must have strong interpersonal, communication, collaboration, organizational and leadership skills; they must be able to supervise, mentor and engage staff. The candidate must be able to negotiate with internal and external stakeholders; and have the ability to translate financial concepts to colleagues. The candidate will support and promote a culture that is family-centered, and embraces diversity and inclusion of all. Must be available to work flexible hours, as required.

Please submit your resume and cover letter no later than 4:00 p.m. on April 19, 2021 to:

John McGivney Children's Centre
Human Resources Department
hr@jmccentre.ca

JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Candidates that may require accommodations throughout the recruitment and assessment process must advise us of the nature of the accommodation(s) to ensure your equal participation.

~Helping Abilities Grow~