

## **JOB POSTING**

**POSITION TITLE: Director of Finance and Corporate Services**

**Posting Date: March 7, 2018**

Community Living – Grimsby, Lincoln and West Lincoln (CL-GLWL) is a non-profit charitable organization based in West Niagara and mandated to provide supports and services to children and adults living with an intellectual disability and their families. Currently, we have a permanent, full-time opportunity for a committed and dedicated Director of Finance and Corporate Services to join our Administration Department.

The Director of Finance and Corporate Services is a member of the Senior Leadership Team and is responsible for the management, planning, and oversight of all finance and accounting services in accordance with established policies, procedures and legislative requirements for CL-GLWL Service Organization and the C-LGLWL Foundation. The Director of Finance & Corporate Services is also responsible for the management, planning and oversight of the maintenance of all agency facilities, fleet of vehicles and IT services.

### **POSITION REQUIREMENTS:**

- Reports to the Executive Director on the financial position of the organization by providing monthly and quarterly written reports.
- Prepares information as required by the Executive Director on issues related to the financial stability and viability of the organization.
- Monitors risks and informs the Executive Director of identified risks or potential liabilities and recommends action, where appropriate.
- Familiarity with Ministry (MCSS and MCYS) directives and reporting requirements is an asset.
- Knowledge and experience in preparing Registered Charity Information Returns (T3010), HST, EHT and WSIB annual returns.
- Knowledge and experience in providing oversight of all aspects of property and facilities management including purchase and lease arrangements, preventative and routine maintenance, grounds, building and fleet management and maintenance.
- Ability to think strategically, perform financial or accounting audits, forecast budget and operationalize plans.
- Ensures the development, implementation and maintenance of effective internal controls and procedures to support accurate and relevant reporting of current financial position, budgets and long term plans.
- Ability to understand, interpret and apply provisions of applicable legislation and internal policies and procedures.
- Knowledge and experience in providing oversight of all technical support systems including computer hardware and software, client management and other information systems, telecommunications equipment and systems, office equipment, etc..

- Knowledge and experience in Financial Accounting Systems (i.e. Sage 300ERP and Quickbooks)
- Knowledge of occupational health and safety requirements, employment standards, pay equity legislation, and the income tax act.
- High level of organizational, analytical and problem solving skills.
- Expertise in MS office programs, especially Excel, and a solid background in multiple general ledger and reporting systems.
- Excellent interpersonal and communication (both verbal and written) skills.
- Experience interacting with and presenting to Board of Directors.
- Bilingualism (English and French) is an asset.

**POSITION QUALIFICATIONS:**

- University degree in Accounting, Finance, Business Administration or related discipline.
- Chartered Professional Accountants (CPA) designation is an asset.
- Excellent knowledge of generally accepted accounting principles and practices.
- Minimum five years of progressive experience in a management position with responsibility for financial management.
- Minimum three years of experience working within a not-for-profit environment.
- Experience supervising staff members within the Finance and Corporate Services
- Ability to work within the mandate, mission and vision of C-LGLWL
- Must have a valid “Class G” license.
- Satisfactory Criminal Record Check (including vulnerable sector screening).

**HOURS:** 40 hours per week

**LOCATION:** 191 South Service Road Grimsby

**Please send your cover letter and resume to Human Resources by email along with your salary expectations and include in the subject line “Director of Finance and Corporate Services” to:**

TO: CL-GLWL c/o Human Resources Department

P.O. Box 220, Beamsville, ON L0R 1B0

E-mail [hr@cl-grimsbylincoln.ca](mailto:hr@cl-grimsbylincoln.ca)

FAX # 905-563-8887

**Deadline for applications is MARCH 23, 2018**

C-LGLWL is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability-related accommodations, please notify our Human Resources Department at 905-563-4115 Ext. 210.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.