

JOB POSTING

POSITION TITLE: Director of Finance and Corporate Services

Posting Date: July 18, 2022

Community Living – Grimsby, Lincoln and West Lincoln (CL-GLWL) and Community Living – Grimsby, Lincoln and West Lincoln Foundation, currently have a permanent, full-time opportunity for a committed and dedicated Director of Finance and Corporate Services to join our Administrative Team.

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 Payroll 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 of Children, Community and Social Service (MCCSS) 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 investments, accounting and CRA reporting for Foundations.
- 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)
- 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 a must.
- 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 CL-GLWL.
- Must have a valid “Class G” license and be insurable by the agency’s Insurance company.
- Satisfactory background checks including, Credit and Criminal Record Check (including vulnerable sector screening).
- Successful candidates must be able to provide proof of immunization against COVID-19 (a person who has received all recommended COVID-19 vaccine doses, including any booster dose(s) when eligible) or documentation that supports a medical or religious exemption.

HOURS: 40 hours per week

LOCATION: 191 South Service Road Grimsby (the expectation would be that the successful candidate would work on site with the possibility of remote work from time to time as work load permits)

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

CL-GLWL c/o Human Resources Department

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

E-mail hr@cl-grimsbylincoln.ca

FAX # 905-309-3595

Deadline for applications is July 29, 2022, – 12:00 noon, however suitable candidates will be contacted prior to deadline date.

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.