

	<b>Job Description #</b>	<b>6059</b>
	<b>JD</b>	
	<b>Date Issued:</b>	<b>June 2023</b>
	<b>Date Revised:</b>	
<b><u>JOB DESCRIPTION</u></b>	<b>Job Description Approval</b>	
<b>Director of Finance and Administration</b>	<hr/> <b>Chief Executive Officer</b>	

**POSITION TITLE:** Director of Finance and Administration

**REPORTING TO:** Chief Executive Officer

**JOB SUMMARY:**

Reporting to the CEO, the primary role of the Director of Finance and Administration is to develop and execute the organization’s business strategy to ensure the sustainability and growth of AFS in collaboration with the Senior Leadership Team, to ensure budgeting and financial processes follow all applicable legislation and regulations, and to oversee and support the Finance and Administration team. The Director plays a key role in ensuring optimal planning, implementation and development of internal and external financial controls. In addition, the Director also plays an instrumental role in making AFS one of the best places to work by promoting and advancing our culture of caring through our focus on wellness, diversity, equity, and inclusion.

As a member of the AFS Senior Leadership Team, the Director of Finance and Administration plays a key role in promoting our culture of care through the modelling of our organizational values and delivering on our mission, vision, and strategic objectives. The role is both strategic and hands-on in the implementation of system and process improvements that support the organization’s growth and change strategy. The Director will act as a trusted advisor and subject matter expert to the Leadership Team on all financial and administrative matters. Extraordinarily committed, the Director will also promote inclusive and culturally sensitive services from a staff-centred, strength-based, and solution-focused approach within an anti-oppressive practice context.

**QUALIFICATIONS:**

- CPA, CA, MBA or a Bachelor of Commerce degree with a minimum of five (5) years of senior leadership experience in an organization with revenues of \$10+ million.
- Preferred experience includes working in a unionized environment and in a not-for-profit multi-service agency specializing in the delivery of children and youth

services. Specifically, bargaining and pay equity experience, also a working knowledge of the Broader Public Sector Accountability Act

- A winning and driven attitude with an innovation mindset.
- Measured flexibility with a high degree of Emotional Intelligence.
- A Servant Leadership perspective.
- Payroll designation or experience, specifically with DayForce or equivalent.
- Acquisition and merger experience (amalgamations/integrations/collaborations).
- Superior skill set in financial analysis, written and verbal communication, as well in the use of technology.
- A satisfactory criminal records check including a vulnerable person record check;
- Valid driver's license and access to a reliable vehicle.
- Ability to communicate in both official languages (English/French) is an asset.
- Full COVID-19 vaccination required.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain the confidentiality and privacy of AFS, staff, clients, business partners, at all times as per agency policies and procedures.
- Provide guidance and support in all areas of finance to the leadership team and staff.
- Report monthly to the CEO and Board of Directors.
- Create, foster, develop, and promote an inclusive work environment where AFS employees feel valued, inspired, supported and heard.
- Lead projects of varying complexity to develop responses to risk or opportunities to maximize the use of funds.
- An entrepreneurial mindset that assists in the identification of business needs and opportunities, including shared services, and the acquisition of new resources.
- Oversees budgeting and financial reporting activities to ensure compliance with legislation and regulations, optimal planning and implementation, and the development of stakeholder controls.
- Oversees the management of AFS properties and information technology resources.
- Ensure legislative compliance is maintained including but not limited to the Collective Agreement, ESA, AODA, OHSA, and any other applicable legislation.
- Complete required government and AFS reports and surveys.
- Investigates financial and operational issues or opportunities and formulate an action plan in collaboration with internal and external partners.
- Provides expertise and advice surrounding the application and impact of financial policy, legislation and regulations to agency programs.
- Establishes and directs the implementation of systems for accountability of productivity, internal controls, compliance, risk management, and professional standards.
- Ensures the information technology plan addresses risk, meets agency and sector requirements, and supports staff needs.

## Job Description: Director of Finance and Administration

Job Description #

Page 2 of 4

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- Responsible for the direct management oversight of all owned and leased properties.
- Ensure staff and client space needs are met and annual maintenance schedules are completed.
  
- Participates in and represents AFS at public relations activities as required.
- Leads and promotes an approach to services that optimizes quality, effectiveness, efficiency and a seamless experience for staff and clients.
- Leads and manages a culture of continuous quality improvement and excellence.
- Contributes to and enhances the reputation of the organization by establishing great working relationships with colleagues, the Board of Directors, funders, community partners, and clients.
- Oversee the development of the annual service plan that includes:
  - Supervision of Finance, IT and Property staff
  - Recruitment of new team members.
  - Performance management of staff including professional development.
  - Project management of new initiatives.
- Participate in employee and employer meetings as required.
- Policy and procedure development as required in accordance with related legislation, regulation, quality, and accreditation standards.
- Ensure AFS policies, procedures, and practices are compliant with the:
  - Canadian Accounting Standards for Not for Profit Organizations,
  - Broader Public Sector procurement directive, and
  - payroll legislation.
- Develop, monitor, and evaluate a departmental and organizational risk management plan pertaining to the finances and operations of AFS.
- Provide advice, lead the development of requests for proposals (RFPs), manage contracts, evaluate proposals, and lead acquisition activities.
- Assess and direct the procurement, as well as, leasing of facilities, equipment and vehicles as needed.
- Oversees maintenance and troubleshooting activities to support the use of technology in agency operations.
- Applies decision-making that reflects a balance of consensus building, coaching, directing, and making tough decisions.
- Participates in professional development in accordance with professional standards of practice.
- Other responsibilities as assigned.

# Job Description: Director of Finance and Administration

Job Description #

Page 2 of 4

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