



## India Rainbow Community Services of Peel (IRCS)

### **JOB POSTING**

- Job Position:** Director, Finance & Corporate Services  
**Department:** Finance  
**Status:** 35 hrs per week  
**Location:** Mississauga with local travel  
**Executive Salary:** Salary is commensurate with skills and experience – includes a generous RRSP plan, group health benefits and professional development support

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, accredited community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to Peel's communities, enabling integration and supporting their settlement, social service, health, and educational needs.

#### **Position Summary:**

Reporting to the Executive Director, the Director, Finance & Corporate Services is a collaborative member of the Executive Leadership Team (ELT) and will have oversight accountabilities and the day-to-day management responsibilities for the organization's Finance and Accounting Management and Corporate Services (Risk Management, Information Technology, Information Management, Facilities Management, and Procurement and Inventory Management).

The Director - Finance and Corporate Services will demonstrate the following personal competencies:

- Strong people skills – a collaborative team player capable of building relationships at all levels of an organization; participative management style
- Responsiveness – ability to anticipate needs and commit to respond in agreed timeframes
- Innovative and strategic thinker – ability to identify, develop and implement new ideas and concepts
- High degree of professional and personal integrity
- Capable of delivering on commitments - setting clear objectives and deliverable goals
- Driven and hardworking - ability to “get things done”

#### **Responsibilities and Duties:** *(but not limited to)*

- Provide day-to-day supervision of the Finance and Corporate Services staff through coaching, mentoring, conflict resolution strategies, and supporting on-going performance management practices and facilitating continuing education. Fostering a culture of high performance, teamwork and innovation
- Assist in the development of the organization's financial strategy and financial planning efforts including providing strategic business analysis and advice beyond the compilation of numbers
- Monitor the organization's financial reporting and records ensuring compliance with all legislative requirements; including but not limited to generally Accepted Accounting Principles (GAAP), Management Information System (MIS), Ontario Health Reporting Standards (OHRS) guidelines
- Oversee the financial, budgeting and selected operational activities of programs and services within the organization ensuring compliance with stated guidelines, funding principles (Local Health Integration Network, Ministry of Health and Long-Term Care, Citizenship & Immigration Canada etc.) and all applicable legislation
- Lead the development and implementation of best practice financial management systems and strategies
- Deliver innovative solutions that will provide financial information and reporting to improve the overall performance of the organization
- Develop and maintain scalable financial accounting and reporting policies, processes and systems to foster and support the continued growth and needs of the organization and meet funder and program requirements
- Collaborate with the Executive and Management teams to develop and implement financial policies, practices and procedures
- Ensure quality control with respect to monthly, quarterly and annual accounting activities, processes and procedures
- Provide regular (monthly, quarterly and annual) reporting and financial analysis as required to assess financial and operational performance
- Lead the annual budgeting process and oversee the cash management function. Lead the development and implementation of best practice financial management systems and strategies
- Lead the annual year-end process. Ensure accuracy of working papers, financial statements and tax returns
- Lead the annual audit process and liaise with external auditors
- Responsible for the management of company's insurance and risk management program including the annual renewal process
- Maintain ongoing banking relationships to ensure financing arrangement are current and favourable.
- Oversee payroll administration and all related legislative reporting



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- Along with the Executive Director, represent the organization to the board, funders, investors, networking and community partners, donors, lenders and the financial community
- Liaise with the Treasurer of the Board of Directors and participate in the Finance Committee of the Board of Directors as required
- Coordinate funder communications and related requirements
- Protect the confidentiality, privacy and security of clients and the organization's information to mitigate risk
- Safeguard assets and ensure accurate and timely reporting and forecasting by implementing disciplines of internal audits, controls and checks across all departments
- Participates in staff and team meetings, and professional development opportunities as required
- Perform other duties as assigned from time to time

### **Qualifications and Skills:**

- Degree in Accounting, Administration or related discipline with an additional professional designation
- Current certificate of registration with a Regulated Profession (i.e. CPA, CA, CMA, or CGA) is required
- A minimum of 10 years of experience working in various corporate services functions such as finance, corporate services, and strategic planning and a demonstrated progressive responsibility in a leadership position at the Manager or Director level in a health care or social services setting
- Experience working with the multiple funders (federal, provincial, community) or other non-profit sector agency, an asset
- Experience with MIS, OHRS and decision support data reports and in the management of IT and IM systems coordination, strongly desired
- Proven knowledge and application of financial and accounting principles and practices
- Thorough knowledge of non-profit administration; financial & administrative principles and practices in the not-for-profit sector; risk management; administrative practices; developing and implementing policies and procedures
- Exceptional business management skills (strategic planning, budgeting, resource allocation and analytics)
- Broad understanding of facilities management, including leasing arrangements/rental contracts and negotiation
- Procurement and vendor management experience
- In-depth knowledge of and proficiency with various accounting software, payroll systems, spreadsheets and other operational systems; Experience with NewViews, Great Plains and ADP an asset
- Experience automating financial processes and leading the organization through the implementation of new/upgraded financial systems/software
- Ethical and independent, demonstrating a high standard of professionalism and respect for confidentiality
- Excellent leadership, organizational, interpersonal and communication skills
- Effective priority setting and decision making skills, and ability to meet deadlines
- An inclusive and proactive management style with a service orientation
- Strategic, conceptual and big picture thinking skills, fostering a climate of innovation
- Strong analytical and critical thinking skills
- High-level MS Office suite proficiency
- Demonstrates clear, concise and excellent oral and written communication skills
- Ability to work flexible hours and in a fast-paced environment
- Current Criminal Record Check including Vulnerable Screening will be required
- Valid Driver's License with own transportation a must

**Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to [hr@indiarainbow.org](mailto:hr@indiarainbow.org) by 4:30pm, September 7<sup>th</sup>, 2015. Please ensure your application email has the subject heading of 'Director, Finance & Corporate Services - (insert your name)'**

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

India Rainbow Community Services of Peel is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**