

# **The Sisters of St. Joseph of Sault Ste. Marie**

## **Work Location: North Bay, Ontario**

We are in schools, hospitals, long term care homes, women's crisis centres, phone help lines, social planning councils, prisons, parishes, homes, looking after women and children, the poor, the sick and the elderly, the disabled and disadvantaged, serving others, that is, the "dear neighbour", in accordance with the gifts and abilities of our Sisters.

## **Chief Financial Officer**

Working in conjunction with the General Treasurer, the Chief Financial Officer is responsible for planning, organizing, directing, controlling and evaluating the operation of the organization's finance, accounting and administration.

### **Key Responsibilities**

- Financial Accounting and Reporting
  - Develop and maintain financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles.
  - Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
  - Identify and address financial risks and opportunities for the organization.
  - Ensure that all statutory requirements of the organization are met.
  - Prepare all supporting information and working papers for the annual review engagement.
  - Develop and maintain financial accounting systems.
  - Review bank and investment accounts and bank reconciliations.
  - Manage the cash flow and prepare cash flow forecasts in accordance with policy.
  - Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
  - Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
  - Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
  - Prepare annual charitable return (T3010) in a timely manner as appropriate.
  - Review financial IT related procedures for the organization
- Budget Preparation
  - Establish guidelines for budget and forecast preparation, and prepare the annual budget.
  - Assist other personnel with the preparation of budgets and funding applications.
  - Prepare budget submission for presentation by the General Treasurer to the Leadership Team.
- Human Resources and Administration
  - Assist with HR functions and union collective bargaining negotiations and interpretation.
  - Oversee the management of all leases, contracts and other financial commitments.
  - Monitor legislation relevant to the organization.

- Negotiate and manage the employee insurance, benefits, and pension plans.
- Review and negotiate all insurance policies.
- Ensure that statutory and benefits remittances are on time.

### **Qualifications and Skills**

- Minimum Education: University degree or college diploma in Accounting, Commerce, or Business Management/Administration
- Minimum Experience: 4 to 6 years of progressive financial and administrative responsibility
- Chartered Professional Accountant (CPA) designation
- Knowledge of generally accepted accounting principles for non-profit organizations.
- Knowledge of federal and provincial legislation affecting charities.
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights.
- Proficiency in the use of computer programs for accounting (Sage 50, Simply Accounting), Paymate Payroll, word processing, databases, spreadsheets, bookkeeping, email and internet.
- Basic knowledge of the Landlord and Tenant Act, in order to ensure proper accounting and reporting of tenancy items including interest payments, rent increases, etc.
- Ability to determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- Ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Interested applicants may submit résumés via **email to: [recruiting@dibrina.com](mailto:recruiting@dibrina.com)**

**Or by mail to:**

**Gallagher Benefit Services (Canada) Group Inc.  
Attention: Human Resources  
62 Frood Rd. Suite 302  
Sudbury, ON, P3C 4Z3**

**When applying, please Quote: Chief Financial Officer**

**Deadline for submitting resumes is March 27<sup>th</sup>, 2020**

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.