

## INTERNAL/EXTERNAL

Position:	Director, Finance & Technology
Type:	Full-Time, Non-Bargaining Unit
Number of Positions Posted:	1
Number of Hours:	37.5 hours per week. 9AM to 5PM, Monday to Friday
Rate:	
Supervisor:	VP Finance & Technology
Posting Date:	
Application Deadline:	
Locations:	36 Lombard Street, 3 <sup>rd</sup> Floor

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for 125 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at [www.fredvictor.org](http://www.fredvictor.org). Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

Fred Victor is currently looking for a strong financial leader to lead their finance and IT functions. This senior financial position is responsible for leading and managing Fred Victor's financial operations with a small team of staff. There is an emphasis on developing a highly efficient and customer service-oriented finance department to best serve the mission of the organization. This position is a senior finance position reporting to the Vice President Finance & Technology.

### The ideal candidate will have several key attributes:

- A strong financial background who can focus on the big picture while still managing the day-to-day accounting activities of the finance department.
- A hands-on leader with considerable experience working in a highly complex service delivery environment with multiple and diverse funders.
- Will have experience supporting the CEO and Board on major strategic initiatives through the VP Finance & Technology or directly.
- Experience and a track record creating highly service-oriented finance departments that support the work of program staff, senior leaders and board members is critical.
- A forward thinking, results oriented performer who is motivated by improving processes, creating efficiencies, and leveraging the finance role to support the mission of the organization.
- Imperative in the role is attention to detail, meticulous accounting practices, judicious use of resources, strong organizational and project management skills and the ability to manage and motivate a staff of accountants.
- Desirable attributes include patience, diplomacy, collaboration and intelligence.

**Responsibilities:**

- Strategic Planning & Development
  - As part of the senior leadership team, participate in the development of the strategic financial direction of the organization
  - Identify key performance objectives as part of the development of the strategic plan
  - Manage numerous projects with competing deadlines simultaneously
- Staff Management
  - Manage a small finance team responsible for general accounting, treasury, capital asset and liability management, and financial reporting
  - Work with staff to understand the details and their roles, develop strategies for improving performance and financial control and provide motivation, support and coaching to the staff.
  - Lead the team through the annual audit process.
- Finance Reporting & Analysis
  - Report on all financial activities of the organization on a monthly and yearly basis to the program managers, senior leadership team, audit & finance committees and board of directors.
  - Support the VP Finance & Technology presenting results to Executive Leadership Team and Board of Directors.
  - Assist the VP Finance & Technology with all financial analysis as required to assess major initiatives including possible capital projects and new service programs.
  - Understand the various funding agreements, and other sources of revenue, ensuring effective processes to deliver key accountabilities. Provide financial reporting and other financial support when dealing with funders.
  - Initiate and action financial reviews to analyze and track trends and make recommendations that maximize the use of the organizations revenues.
  - Develop, recommend, implement and monitor risk management systems to ensure the integrity of the financial practices and compliance with the expectations of funders, auditors and others.
  - Prepare management and financial statements and reports to meet stakeholder requirements.
- Process Improvement
  - Identify areas within the finance function that could be more efficient and cost effective and develop an action plan to execute improvements where applicable
  - Develop, implement and maintain an information structure which facilitates internal collaboration and access to information
  - Create a highly functional and responsive finance department and develop key responsibility areas and measure effectiveness.



- Information Technology
  - Manages the outsourcing relationship jointly with the VP Finance & Technology.
  - Oversees IT contractors/staff and ensures compliance with all applicable policies related to information management (data collection and storage), including privacy requirements.
  - Coordinates the organization's IT needs and user support, including computer hardware, software, and email management.
  - Evaluates the need for new technology to meet the organization's financial data processing, control, and reporting requirements.
  - Advises on appropriate technology that meets the organization's information requirements and financial resources.

**Qualifications:**

- A university degree and an accounting designation in good standing (CPA)
- Minimum of 7 years post designation experience and a minimum of 3 years in a comparable senior management role in a complex service delivery organization
- Demonstrated experience with strategic financial analysis, preparation of business cases and making recommendations to the Executive Director and Board
- Extensive experience managing complex funding agreements and familiarity with fund accounting for non-profits, public funders and charitable foundations.
- Track record managing a small team of financial professionals.
- Excellent analytical skills
- Excellent understanding of general accounting practices and principles, a strong computer background and hands-on experience with Sage and other similar accounting software
- Excellent relationship and customer service skills
- Excellent written and verbal communication skills
- A self-confident individual who is a self-starter and can work independently and as part of a team
- A high degree of accountability for actions and achieving deliverables
- Dedicated to the mission of the organization

***Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.***