



Director of Finance & Administration

Permanent | Full time (1.0 EFT) | Days

Reporting directly to the CEO and in collaboration with the Executive team, the Director of Finance and Administration holds responsibility for the strategic and operational financial planning, monitoring and reporting. The Director of Finance and Administration acts in accordance with the mission, vision and values of Donwood aligning their responsibilities with the organization's strategic plan as articulated by the Board of Directors.

Qualifications:

- ❖ Accounting designation; Bachelor's degree or Certificate in relevant discipline;
- ❖ Knowledge of both not-for-profit and for-profit financial practices; preference for prior experience in the Health and Housing sectors;
- ❖ Strong working knowledge of integrated financial and management information systems and payroll software (preference for prior experience with Microsoft, Dynamics, Sumac, Greatplains and Payworks);
- ❖ Ability to plan, schedule and coordinate work with others, set goals, resolve conflicts and make timely decisions;
- ❖ Skilled at working independently in setting priorities, developing work schedules, monitoring progress and tracking details and outcomes of activities;
- ❖ Ability to speak, listen, and write English in a clear, thorough and timely manner using appropriate and effective communication tools and techniques; ability to speak/write other languages an asset;

Responsibilities:

Financial Functions:

- ❖ Responsible for the overall leadership and management of all accounting processes, including overall compliance to meet regulatory standards, Utilization of online platforms, Resident Trust accounts, Capital projects, Year-end settlements, Risk management, Financial analysis and reporting (as required by Manitoba Health, WRHA, Manitoba Housing), Investment planning and oversight and Management of Donwood Foundation donations, in collaboration with Foundation Development Coordinator

Budgeting:

- ❖ Preparation of annual budgets based on funding and Service Purchase Agreements; Provides cumulative budget performance reports including variance analysis; Identifies to CEO funding and cash flow shortfalls;

Administration:

- ❖ Oversight of administrative team; Lease renewal planning and oversight; primary contact for the sale of life-lease units; Support and attend Donwood staff and Donwood Foundation functions; Participate in Executive team administrator on-call rotation



Audits:

- ❖ Development and oversight of all internal procedures and controls; Preparation and coordination with external auditing process (annually); Accurate management of financial records to support administrative actions and meet record retention policies;

Advisory:

- ❖ Provides funding analysis; Recommends system and process improvements; Reviews and provides input on management of insurance policies; Compiles, analyzes and advises on year-to-date financial reports, including statistical data; Advises on all relevant financial processes related to capital projects; Effectively articulates financial concerns to funders

As a condition of employment, a current Criminal Record Certificate, a Mantoux test and an Adult Abuse Registry is required within three weeks of hire date.

Submit resume to: Human Resources at Career@donwoodmanor.org

Closing date: 0900 on Thursday, June 30, 2022, open until filled

June 20, 2022