

Director of Finance
March 2018

Position Summary

Under the supervision of the Executive Director, the Director of Finance (DF) is a member of the senior management team and is responsible for IRCOM's diverse financial portfolio, currently comprised of over 43 funding sources, and all financial planning, reporting and internal controls. The DF will design and implement procedures for the accounting function, in addition to providing sound financial advice and taking an active part in helping IRCOM achieve its strategic goals. Please see <http://www.ircom.ca/about-us/employmentopportunities/> for additional information. Principal accountabilities include the following areas:

Financial Operations

- ⊕ Oversee the entire financial portfolio and financial operations of the organization, which includes IRCOM Inc., IRCOM House Inc. Ellen and IRCOM House Inc. Isabel
- ⊕ Participate in key organizational decisions as member of the senior management team, providing input on those with significant financial implications
- ⊕ Maintain in-depth relations with and provide assistance to all members of the management team, including designing and delivering budget management training
- ⊕ Supervise the core administrative and financial tasks performed by the Bookkeeper including payroll, Payworks, accounts payable / receivable, credit cards payable, and privacy compliance
- ⊕ Audit bi-weekly payroll for proper recording of overtime, sick time and vacation time
- ⊕ Ensure compliance with CRA Charitable Status including preparing annual Charitable Tax return (T3010) and issuing Charitable tax receipts
- ⊕ Ensure compliance with the Companies Office including filing the annual incorporation documents
- ⊕ Oversee the organization's accounting system(s)
- ⊕ Implement best practice financial administration/accounting systems to ensure timely and accurate reporting

Financial Sustainability

- ⊕ Work closely with the Executive Director to develop a long term financial sustainability strategy
- ⊕ Develop performance measures related to the use of financial resources that support IRCOM's strategic direction
- ⊕ Stay abreast of funding trends and priorities and support the grant-writing process
- ⊕ Oversee the Funder database and system, maintain schedule of all funding applications and reporting due dates
- ⊕ Monitor reporting requirements for all approved funding and prepare accompanying financial reports to funders

Information and Reporting

- ⊕ Issue timely and accurate financial statements to the Executive Director and Stewardship Committee of the Board
- ⊕ Prepare and analyze monthly program financial reports, meet to review with program managers / leads
- ⊕ Maintain all accounting records, including monthly bank reconciliations
- ⊕ Coordinate annual audit with external auditors, preparing accounting records as required
- ⊕ Maintain relations with external auditors and investigate their findings and recommendations
- ⊕ Oversee annual preparation of T4s, T2202's and T4 Summaries
- ⊕ Ensure that record keeping meets requirements of auditors and government agencies, taking the lead on all funder requested compliance audits and financial reviews

Financial Risk Management

- ⊕ Develop and monitor control systems designed to preserve IRCOM's assets and report accurate financial results
- ⊕ Monitor all open legal issues involving IRCOM, and legal issues affecting the Not-for-Profit/Charity industry
- ⊕ Develop and implement IRCOM's financial risk management plan; research and draft related mitigation policies
- ⊕ Construct and monitor reliable control systems for cash, credit cards and all processes within the financial system
- ⊕ Understand and mitigate key elements of IRCOM's financial risk exposure
- ⊕ Maintain appropriate insurance coverage including Worker's Compensation
- ⊕ Ensure IRCOM complies with all financial administration legal and regulatory requirements
- ⊕ Report risk issues to the Executive Director and the Stewardship Committee of the Board of Directors
- ⊕ Arrange for debt financing when and if required

Other

- ⊕ Other duties as requested by the Executive Director or designate

QUALIFICATIONS:

Required:

- ⊕ Completion of a recognized accounting designation (CPA)
- ⊕ Post-secondary education, minimum undergraduate degree in a relevant field
- ⊕ Minimum 3 years financial management experience, ideally within the Not-for-Profit or Charitable sector
- ⊕ Experience with Canadian GAAP
- ⊕ Strong technical knowledge of the requirements to implement International Financial Reporting Standards (IFRS)
- ⊕ High degree of proficiency in Sage Simply Accounting and MS Excel
- ⊕ Extensive computer experience with Microsoft applications, creating, designing and manipulating spreadsheets, publisher documents, PowerPoint presentations and using other administrative software
- ⊕ Meticulous attention to detail and the ability to deal with constantly changing requirements and priorities
- ⊕ Exceptional time management and organizational skills
- ⊕ Strong written and oral English communication skills
- ⊕ Detail oriented with excellent analytical and technical skills
- ⊕ Demonstrated experience working in a very fast paced, multi-tasking environment
- ⊕ Demonstrated capacity to function collaboratively in a team environment
- ⊕ Maintain a clear Criminal Record and Child Abuse Registry Check

Assets:

- ⊕ Experience working in finance in a medium to large not-for-profit with an annual budget of over \$2M and a staff team of over 50
- ⊕ Experience of or understanding of working in a cross-cultural environment

Hours of work

This is a full time position for a maximum of 37.5 hours per week. The DF's hours will take place during IRCOM business hours between 9am and 5pm, Monday to Friday; however some evenings and weekends may be required as per the needs of the organization.

Other

The salary scale for this position is \$58,759 - \$70,219 per annum depending on years of experience and qualifications. Must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and persons with a disability.

To apply for this position please submit your résumé and cover letter by **Friday, April 20, 2018 at 12 pm** to:

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: admin@ircom.ca
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted. Your cover letter and résumé must clearly indicate how you meet the qualifications.