



Associate Finance Director
Not-for-Profit Sector
Hamilton, Ontario

(FILE REFERENCE: AFD-2017)

GENERAL ACCOUNTABILITY

We are seeking an Associate Finance Director for our Client, a prestigious not-for-profit organization in the greater educational sector. Reporting to the top financial officer, the successful candidate will assist the business office in running more efficiently, enhancing services, and ensuring the effective day-to-day operations of the group to meet the worthy objectives of the organization.

This position offers a competitive base salary as well as an outstanding group health benefit plan, significant matching group RSP, in addition to other perks.

Succession opportunities exist for well qualified candidates.

SPECIFIC ACCOUNTABILITIES

- Manages all accounting functions including: billing, posting and collecting of accounts receivable, posting and payment of accounts payable, recording and depositing of cash receipts, bank reconciliation, year end taxation forms such as T4A's and maintaining the purchasing system. The Associate Director will maintain necessary ledgers and prepare periodic financial statements, as well as audit working papers for review by the Director of Finance.
- Manages the preparation of financial data to provide audit trails and supporting material for the preparation of professional audits; communicates with stakeholders in respect to individual account problems.
- Oversees the annual budget as well as monitoring monthly budgets and reporting on variances to the Director. Monthly budget reports will be distributed to the various budget departments to facilitate budget compliance.
- Ensures compliance with all aspects of federal and provincial legislation relating to areas under the direction of this position.

- Supervises and coaches staff who report to this position to maximize their performance. Performance appraisals and goal setting will be completed on a minimum of an annual basis.
- Authorizes the payment of vouchers and purchase orders as well as signs cheques based on the Business Department's authorization limits

SKILLS, EDUCATION & EXPERIENCE REQUIRED

- CPA Designation required (C.A., C.M.A., C.G.A.) and a Bachelor of Commerce, or equivalent undergraduate degree.
- Knowledge of computer hardware and application software such as Ceridian / ADP payroll, blackbaud and accounting software, along with other software (Word, Excel, FileMaker Pro) is essential.
- Knowledge of accounting principles, audit techniques, financial reporting standards, budgeting procedures and cost control systems is required.
- Communication skills including skills sufficient to resolve high level problems through discussion, and negotiation are required.
- Discretion in dealing with sensitive and highly confidential information is imperative.
- The ability to accomplish goals through people and committees is essential.
- The ability to relate to and communicate successfully with all individuals at all levels is required.
- The ability to plan, schedule, and implement workloads of self and others is required as well as the ability to manage multiple priorities of self and subordinates.

COMPENSATION

This position offers a competitive base salary as well as an outstanding group health benefit plan, significant matching group RSP, in addition to other perks.

For further consideration, highly qualified Candidates are invited to submit their resume information in confidence, quoting the above file number. We treat your information confidentially (*please identify any organizations with whom you do not wish your information shared*):

Recruiting Partner

SHRP Limited

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While we appreciate all applications, we can only respond to qualified candidates under active consideration.

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).