



**Career Opportunity**  
**Chief Financial Officer**  
**Canadian Mental Health Association, BC Division**

**ABOUT US:**

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nationwide leader and champion for mental health, CMHA promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness.

BC Division is the provincial office for the Canadian Mental Health Association in British Columbia and has a mandate for policy, advocacy, education, and service delivery focused on mental health, substance use, and addictive behaviour. The organization serves thousands of British Columbians each year through a comprehensive range of services and supports with assets totalling almost \$12M in 2017/18. For more information please visit <https://cmha.bc.ca/>.

Over the past year, the organization has launched a brand-new provincial program stream within its Victoria operation and increased its staff complement by almost 30%. This will be CMHA BC's first Chief Financial Officer and reflects the organization's commitment to further strengthening and optimizing its financial, human resource, and information technology strategies and systems to reinforce the organization's growth and stewardship of resources. Other recent senior leadership changes include the appointment of a new Chief Executive Officer.

Reporting to the Chief Executive Officer, the Chief Financial Officer will be responsible for all elements of the organization's financial, human resource, and information technology systems, including:

- Finance and accounting
- Financial planning and asset analysis
- Budget development and forecasts
- Risk management, compliance, and accreditation
- Talent management
- Payroll and benefits
- Facilities management
- Procurement, credit, and banking
- Information technology and systems
- Office administration

The Chief Financial Officer will serve as the executive lead in managing CMHA BC's financial, banking, and investment relationships and will build and sustain the capacity of the department as a critical shared service platform for the organization's Vancouver and Victoria operations and as fiscal agent for the *Community Action Initiative*.

**DUTIES AND RESPONSIBILITIES INCLUDE – but are not limited to:**

**Finance and Accounting:**

- Oversees and directs the financial management of all CMHA BC operations, including the fiscal agent services for the *Community Action Initiative*, including the annual budget cycle, monthly and quarterly reviews and revisions, and reports regularly through the Chief Executive Officer, to the Board of Directors and its Finance and Audit Sub-Committee.
- Provides advice to senior leadership on strategic and operational financial challenges and opportunities related to business performance, funding changes, cash flow, and risk through the use of high-quality forecasting and analytics.
- Leads, motivates, and manages a department of finance, accounting, and human resources staff and oversees regular finance and information technology vendor contracts to ensure value and quality.
- Forecasts and manages cash flow, including receivables and payables management.
- Working closely with the Chief Executive Officer, oversees negotiations, reporting, and achievement of terms of financing, facility and equipment leases, and the management of investments.
- Oversees the financial reporting of all CMHA BC program areas and ensures transactions are compliant with accounting standards and governing legislation for registered charities.
- Oversees the performance of fiscal agency services for the *Community Action Initiative*.

- Works with departmental leads to manage the financial reporting and records requirements for all program area contracts, including budget review, cash flow planning, and forecasting.
- Analyzes funding and grant contracts to ensure complete and accurate implementation of systems and processes to accommodate any new or added programs/services.
- Works with the Chief Executive Officer and departmental leaders to produce annual and multi-year budgeting aligned with organizational priorities and financial opportunities and constraints.
- Oversees the preparation of the annual T3010 and ensures all activities and expenses for CMHA BC are in compliance with the Canada Revenue Agency (CRA).
- Ensures that all remittances, including GST and other government requirements, are up-to-date.
- Oversees the annual audit and the preparation of annual audited financial statements for the approval of the Board of Directors and CMHA BC's membership.
- Remains up to date on best practices in non-profit finance, business systems and internal control measures, and provincial/federal law regarding non-profit and charitable organizations.
- Prepares periodic external reports in compliance with funder and/or statutory requirements
- Provides executive leadership in the management of CMHA BC's relationships with financial, banking, and investment entities, tax and regulatory authorities, and relevant vendors.
- Works with the Board of Directors, through the Chief Executive Officer, to develop, revise, and implement governance and operational financial policies.
- Performs other special projects as required by the Chief Executive Officer or Finance and Audit Committee.

**Risk Management, Compliance, and Accreditation:**

- Oversees all facets of risk mitigation (financial and legal), insurance, and internal control policies.
- Works with the Chief Executive Officer to prepare and maintain emergency response, disaster mitigation, and business continuity plans.
- Acts as the organization's *Privacy Officer*, ensuring compliance with relevant privacy legislation.
- Ensures that the organization complies with relevant occupational health and safety regulations.
- Works with the Chief Executive Officer to ensure ongoing accreditation with *Imagine Canada*.

**Human Resources and Payroll:**

- Oversees the development and implementation of personnel policies, procedures, activities, including but not limited to Collective Agreement administration, recruitment and terminations, performance management processes, and the growth and development of the organization's talent.
- Works with the human resources team to ensure consistent and smooth processing of payroll, employee hires and terminations, benefits administration, and compliance with applicable collective agreements.

**Information Technology and Systems:**

- Oversees and implements a strategy for agency-wide information technology tools and systems that support organizational goals, employee productivity, and client service.
- Oversees data continuity and restoration in the event of an emergency.
- Oversees the general administration of the organization, including information technology systems and hardware, customer/vendor relationship management software, insurance, and equipment purchases.

**Office Administration:**

- Oversees all aspects involved with the smooth functioning of the Vancouver and Victoria offices.

**Executive Member:**

- Contributes as a leader to fostering a strong, safe and inclusive workplace culture that supports all staff to live by shared values.
- As part of the Executive Team, stewards progress towards the strategic plan and reviews and assesses key finances, human resources policies, and management practices.
- Models and facilitates interdepartmental collaboration to advance progress towards strategic plan goals.
- Works with directors to identify and test cross-departmental processes, to position the department as a critical shared service platform for the organization's Vancouver and Victoria operations and as fiscal agent for the *Community Action Initiative*.
- Participates in Executive-level planning, problem-solving and risk-mitigation.

**QUALIFICATIONS:**

You are a knowledgeable accountant with a CPA Designation, persistent analytical skills, ability to integrate multi-faceted information into financial reports, have a solid business acumen and the ability to work with various stakeholders.

The ideal candidate will have:

- 7+ years' proven work experience in senior financial leadership roles, ideally in small or medium-sized not-for-profit related organizations.
- Strong ability to communicate complex financial issues to senior staff in support of CMHA BC's strategic plan and goals.
- Strategic thinking and exceptional problem-solving skills to balance short-term requirements with long-term organizational goals.
- Mindful, compassionate, and adaptive leadership style in the face of unexpected challenges and entrepreneurial opportunities.
- Extensive experience in the fields of charities and non-profits is a must have.
- Experience in human resources management; certification is a plus.
- Experience in the mental health and addictions sector is a plus.
- Professional presentation skills and experience working with boards of directors and finance sub-committees.
- Demonstrated experience in overseeing information technology systems for enhanced operational performance.
- Advanced Excel, Word, Outlook and Power Point skills.
- Demonstrated experience working with Sage 300 and payroll systems (e.g. ADP).
- Excellent interpersonal, communication, training, and mentoring skills.
- Excellent attention to detail and accuracy.
- A commitment to our organizational mission of mental health for all.

#### **WORKING CONDITIONS:**

Our office is located in downtown Vancouver, a short walk from the Burrard Skytrain Station. Our regular work week is 37.5 hours. Flexibility is required at certain times of the year. We offer a competitive salary and benefits package.

The award of this position will be subject to clearing a mandatory criminal records review and background check.

#### **HOW TO APPLY:**

Please respond to [cmha.careers@cmha.bc.ca](mailto:cmha.careers@cmha.bc.ca) with:

- Where/how you found out about this opportunity
- Your salary expectations
- A resume
- A cover letter outlining the qualifications and experience you would bring to the position and how you found out about the employment opportunity

Please note: Submissions must include all requirements listed above, including your salary expectations. Incomplete applications will not be reviewed.

Deadline for submission is 5 p.m. September 12, 2019. We regret that only short-listed candidates will be contacted to schedule an interview.

*We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientations and genders, and others who may contribute to our further diversification. Lived experience of mental illness is considered an asset.*