



JOB POSTING

Director - Finance and Administration / Controller

Applications are invited for Director – Finance and Administration / Controller to oversee the preparation of all internal and external financial reporting, and provide a senior level of financial and budget planning support related to Association operations. The position maintains the Association's system of accounts; ensures the accuracy and timeliness of all financial data; and performs financial reviews and analysis. This position is responsible for the direct supervision of the Accountant role, the Office Manager role, and indirect supervision of two Accounting Assistant roles and Information Technology and Database Administrator.

Permanent Full-Time Excluded Position

8:30am to 4:30pm / Monday to Friday

Salary Range - \$79,478 - \$99,348

Some Typical Duties:

- Responsible for and maintains the Association's system of accounts, ensuring all financial information is recorded in a timely and accurate manner. Performs regular reconciliations and analysis of general ledger activity.
- Oversees the management of Accounts Receivable, Accounts Payable and Payroll. Responsible for the development and implementation of policy, standards and procedures to ensure overall effectiveness and accuracy of financial information.
- Oversees all Association banking functions.
- Responsible for the accounting for all capital purchases, leases and projects.
- Reviews accounting practices and internal control procedures. Assists in developing, implementing and monitoring systems and procedures to maintain effective internal controls. Develops improvements that will mitigate fraud or financial loss to the Association. Ensures proper segregation of duties within the department and Association.
- Monitors regulatory changes and reporting requirements and implements appropriate systems and processes to meet requirements. Ensures the Association operates under the provisions of the Societies Act, Charities Registration (Security Information) Act, Income Tax Act, statutory regulations, and generally accepted accounting principles of a registered charity.
- Maintains effective working relationships with Association staff and ensures they receive timely financial advice and reporting to manage their positions and departments effectively. Educates staff on financial processes, budgeting and planning, including preparing guides and training materials as required.
- Researches, develops and implements reporting tools and information delivery processes to ensure effective and timely access to financial information. Provides



advice and guidance in the development, design and evaluation of ad hoc and routine reports by collaborating with Association staff to provide information for planning and decision-making. Ensures management information is readable, relevant, comprehensive and accurate.

- Assumes a leadership role in forecasting and the annual budget planning. Develops very complex budget projections, fund structures, costing models, analysis and budget planning support. Develops standard reporting to be used for comparison across departments. Supports costings for new hires, projects, programs and initiatives by evaluating funding requirements and availability and preparing complex cost-benefit and risk analysis to support new initiatives.
- Manages and oversees month end and financial review processes, including the posting of journal entries, reconciliation of accounts, and ensures the accuracy, completeness and timeliness of financial information in the general ledger. Also prepares monthly financial statements, performs detailed analysis and communicates areas of concern to budget officers as required. Evaluates and reports on all variances to budget, providing business reasons and recommends recovery plans for unfavorable variances. Prepares financial reports for the Board's Finance and Audit Committee.
- Coordinates the completion of the annual audited Financial Statements. Prepares lead sheets, analysis and supporting documentation as required for review by the Chief Executive Officer. Plans and coordinates the annual external financial audit, ensuring all deadlines are met. Acts as the main contact for the auditors and ensures information is provided in a timely manner as requested.
- Prepares a variety of external financial reports, including quarterly and annual submissions to the Association's funders and other organizations as required. Interprets external accounting and reporting guidelines and communicates with external parties as needed.
- Supervises Finance and Administration staff. Responsible for the orientation, evaluation, and development of staff. Ensures that staff are available to meet scheduled commitments and authorizes work and vacation schedules. Makes recommendations on leaves of absence, overtime and substitution. Participates in hiring, dismissal, discipline and grievance procedures and collective agreement administration relating to support staff.
- Participates in researching and implementing financial information systems that meet the needs of the Association.

Required Qualifications:

- Undergraduate degree
- Professional designation in accounting from a recognized educational institution (CPA).
- Minimum 6+ years' progressive experience in a professional accounting position, preferably with fund accounting, with a minimum of 3+ years' experience as a financial controller with supervisory experience.
- Or an equivalent combination of education and experience.



- Comprehensive knowledge of the principles and practices of general and fund accounting, generally accepted accounting principles, registered charity accounting standards and of statutory and other regulations governing non-profit organizations.
- Thorough understanding of complex budgets and financial statements.
- Thorough knowledge of accounting, payroll and office procedures.
- Considerable knowledge of computers and experience with computer-based accounting systems (e.g. Sage300; ADP)
- Highly developed organizational, planning and interpersonal skills, with the ability to multi-task and meet deadlines while placing great importance on accuracy.
- Ability to supervise and train employees, including organizing, prioritizing and assigning work in a busy environment.
- Ability to develop and prepare consolidated budgets and financial statements.
- Strong analytical and conceptual thinking skills.
- Demonstrated decision-making ability and leadership skills.
- Ability to exercise tact and diplomacy in interpreting and enforcing applicable financial policies.
- Ability to show initiative and be proactive.
- Strong office administration skills.
- Proven ability to deal effectively, tactfully and positively with Association employees and students.
- Ability to exercise good judgment and keep confidence.
- Demonstrated written and verbal communication skills.
- Considerable knowledge of Excel, with the ability to create and work with complex spreadsheets, and experience using integrated finance and accounting software.

Working Conditions:

- This position is located at CMHA BC Division offices in downtown Vancouver.
- The usual work week is 37.5 hours. Most work is accomplished during usual 9:00am to 5:00pm business hours, although the candidate will need to maintain some flexible scheduling during weekends and evenings in case of Board committee meetings.

How to Apply:

Please submit your resume along with a cover letter, in PDF format, clearly documenting how you satisfy the requirements outlined in this job posting to cmha.careers@cmha.bc.ca by 5:00pm on Monday February 17th, 2020.

The Canadian Mental Health Association BC Division especially invites those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest terms. 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 orientation and genders, and others who may contribute to our further diversification.



Canadian Mental
Health Association
British Columbia

Lived experience of mental health problems, whether personally or as a family member/loved one, is considered an asset. All qualified people are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.

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 nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.