



JOB DESCRIPTION

JOB TITLE	Director of Finance & Administration
DEPARTMENT / PROGRAM AREA	Finance and Administration
REPORTING TO	Chief Administrative Officer (CAO)
EFFECTIVE DATE	February 2024
SALARY	Band 9

JOB SUMMARY

Under the direction of the CAO, the Manager of Finance provides accounting expertise, and business support and guidance to the Finance and Administration teams and the Management Team of District of Nipissing Social Services Administration Board (DNSSAB). This includes financial oversight for Nipissing District Housing Corporation (NDHC). This position also oversees the functions of contract management, purchasing and risk.

This position will provide financial and business information, analysis and expertise to management for preparation and analysis of operating and capital budgets, contracts, and department business needs and processes.

Using advanced excel skills and financial management techniques this position will conduct analysis, modelling, and forecasting and provide recommendation to support decision making processes related to business opportunities, including special events and service contracts.

This position is responsible for developing the annual budget and providing regular reporting on the financial status of the organization to all stakeholders. This position is also responsible for ensuring that all financial transactions are conducted in compliance with the purchasing policy as well as contract terms and conditions. The Director of Finance & Administration must remain current and actively seek to bring forward best practices (including such topics as Public Sector Accounting Board (PSAB), property acquirement, capital assets, operating leases, and purchased service contracts).

This position will assist the CAO and Board Members with internal and external audits, assessments and reviews of program performance and investment decisions for operating, capital, and one-off projects.

With sound knowledge of the PSAB principles, this position will perform general accounting tasks while acting as an internal expert on legislative requirements as they relate to finance and accounting.

JOB DUTIES AND RESPONSIBILITIES

Finance

- Develop and manage operating and capital budget for DNSSAB and Nipissing District Housing Corporation (NDHC); regularly reviewing both budgets to ensure most effective use of allocated resources and identify changes to resource requirements;
- Leads a team of finance professionals who provide financial technical advice, consultative support and other financial resources to internal clients on a broad range of portfolio issues;
- Provide guidance to Finance staff to ensure that a high level of customer service is provided to both internal and external customers; encourage staff to find areas for continuous improvement and promote efficient operational processes;
- Oversee preparation of periodic financial reports for internal and external audiences and provide guidance with resource allocation decisions;
- Using accounting best practices, responsible for ensuring a system of internal checks to ensure local accounting controls;
- Determine the municipal levy apportionments annually;
- Provide financial and business modelling and project support;
- Provide operating forecasts and develop and monitor suitable forecast models for programs as required;
- Review activities and trends in overall operations, analyze and recommend changes or improvements;
- Develop and monitor business plans and assist with monitoring and reporting regulatory requirements;
- Lead year-end processes for DNSSAB, including NDHC, and look for opportunities for continuous improvement and integration;
- Oversee the preparation of annual financial statements including note disclosures;
- Oversee the preparation of NDHC's corporate tax return and not-for-profit information return;
- Provide training on accessing data from the DNSSAB financial system (Microsoft NAV & Arcori) using other associated programs to non- Finance staff;
- Develop financial and business related strategies that ensure financial targets are met;
- Assist with the compilation of statistical information for performance measurement programs, provincial contracts and regulatory needs;
- Present financial information in proper form, either actual or pro-forma, as statements of operation, financial position, and cash flow, with appropriate audit trail;
- Under direction of the CAO, conduct compliance audits of current procedures to Ministry and DNSSAB policies;
- Create or assist in the creation of reports, grant applications, and presentations for external partners, the Management Team, the Board, and Board Committees as required;
- Create and maintain finance policies;
- Assist departments with Ministry financial reporting requirements;
- Provide ad hoc financial analysis;
- Develop and maintain investment strategy for excess funds;
- Commitment to continuous learning and maintaining accounting designation;
- Participates in the NOSDA Finance Group;
- Identify areas of financial risk and recommend business process improvements (i.e., SCRUM, LEAN, Six Sigma, etc.).

Risk Management

- Provide guidance to the Risk Management Specialist in areas of risk and insurance;
- Oversee the maintenance and work order process for all properties leased by the DNSSAB, including the negotiation of leases;
- Oversee, and assist the Risk Management Specialist in managing and overseeing the DNSSAB and NDHC's insurance plans, document retention and management, privacy information and seeking legal advice when required;
- Support the Risk Management Specialist in working on project-based work.

Contracts and Purchasing

- Provide guidance to the Contracts and Purchasing Specialist in areas of contracts and purchasing;
- Oversee the development and maintenance of the purchasing policy and other purchasing/contract manuals/policies;
- Oversee the development of contract templates;
- Oversee the contract management system;
- Support the Contracts and Purchasing Specialist in working on project-based work.

General

- Supervise staff employed in the administration of social service programs; supervising includes recruitment, performance review, discipline, coaching/counselling, training and development;
- Participate on various project teams, and multi-partner projects;
- Write and prepare reports to the management team and the Board of Directors;
- Manages, motivates and trains the staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others;
- **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

QUALIFICATIONS

- Post-Secondary Degree in Business Administration, Accounting, or Finance, an accounting designation required (CPA – CMA, CPA-CA, CPA-CGA);
- Five (5) years of work experience in the field of accounting, including a minimum of two (2) two years at the supervisory level;
- Experience working in the public sector, and knowledge of PSAB is considered an asset;
- Good knowledge of public sector procurement practices and the tendering process;
- Excellent analytical and critical thinking skills to understand complex issues and develop long-range strategies;
- Excellent knowledge of computerized accounting processes and applications;
- Knowledge of business process design and continuous improvement;
- Proficient in developing and using computerized financial models;
- Able to prioritize, and meet time sensitive deadlines;
- Team oriented individual, with a focus on collaboration and service;
- Skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal stakeholders;

- Excellent presentation, organizational, time management, problem solving, decision making skills; and able respond to issues using sound judgment;
- Proficiency in Excel with advances spreadsheet skills (sensitivity analyses, forecasting, statistical analyses, NPV and capital budgeting, for example), MS Word, and PowerPoint;
- Working knowledge of MS Project, MS SharePoint, Jet Reports and MS Dynamics NAV considered an asset;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A valid Ontario driver's license and a vehicle available for use on the job.

STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

All management is responsible and accountable for:

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB's Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
- Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
- Effectively manage and safeguard Board assets both tangible and intangible;
- Be committed to the highest standards of ethics and business conduct;
- Promote and protect the good reputation of the organization.