



Job Description

Position Title:	Director, Finance & Administration
Reports To:	Chief Executive Officer
Program:	Finance & Administration
Location:	Head Office – 636 Kennedy Road, Scarborough
Status:	0.6 FTE (21 hours/week)
Bargaining Unit	No

Position Purpose

As an executive leader at YouthLink, this position requires the highest level of character and strong judgement to navigate complex organizational situations. This includes actively setting the tone for the culture of the organization and centering YouthLink values and approach in all decision making. This position is responsible for the organization's long-term financial health and growth to fulfill YouthLink's mission. This role establishes strategies that will ensure long-term sustainability and growth, oversees accounting operations, oversees the production of accurate financial reporting, including financial reporting to funders, and investment asset management.

This role has 4 direct reports and oversees the finance, information technology, and facilities areas. It is an exciting role that will oversee the advancement of systems modernization to increase efficiency and effectiveness and the modernization of the related internal controls to provide adequate management of the agency's risk exposures.

Reporting to the CEO, this position supports the Board of Directors, Finance Committee and management.

Based in Scarborough, this position must be deeply committed to, promoting equity and Black excellence in everything YouthLink does.

Duties & Responsibilities

Key Responsibilities:

- In conjunction with the CEO, Board and Senior Leadership team, develops a long-term financial strategy to support the strategic goals of the organization.
- In conjunction with the CEO, directors and managers develops the operating and capital budget to support the direction of the organization.
- Provides the Executive Director with real estate analysis and planning assistance through the development of prospectuses for funders
- Oversees the investment management and investment reporting.
- Works with the management team to regularly monitor revenues and expenditures.
- Prepares financial reports for the CEO as required and to support management decisions and planning.
- Presents operating budget and capital budget to the CEO, Finance Committee and the Board of Directors and provides variance analysis.
- Oversees the reports to all funders on a scheduled timetable. This includes MOH, MCCSS, United Way, Pathways to Education and others as required.
- Oversees the preparation of all financial statements for management review and for the Board of Directors.
- Manages YouthLink's accounting structure. Manages all bank accounts and investments with the banking institution ensuring the best rate of return.
- Directs the audit plan and process, prepares audited financial statements, ensures adequate internal controls and insurance coverage to protect agency assets and mitigate risk. Ensures that policies and procedures are adhered to. Ensures all remittances are made.
- Acts as non-voting member of Finance Committee. Provides financial reports as required, attends Board meetings to support the Chair of the Finance Committee with financial reports, annual audit plans and audit results.
- Supports the fund development process by contributing financial information to support development of proposals.
- Assists with the budget reporting portion of reports required by various funders.
- Ensures charitable receipts are prepared according to CRA standards.
- Reviews all service and funding contracts for the agency. Maintains contracts, leases and all legal documents and financial files.
- In conjunction with the Manager, Facilities, organizes the repair, maintenance and upgrading of all properties. Responds to building maintenance or security matters and oversees security and key access controls.
- With the CEO contributes to real estate analysis and planning.
- Reviews the agency's insurance coverage and makes recommendations to the Finance Committee to the insurance plans and policies.
- In conjunction with the IT Consultant (Contractor),
 - provides oversight ensuring that YouthLink staff has the tools and technologies to perform their responsibilities

- works with the IT external companies to ensure that the IT infrastructure meets the agency needs including cabling, connectivity, backup and recovery systems.
- Review cyber security and protocols regarding potential risk to the agency.
- Participates in Health and Safety initiatives. Takes all reasonable and necessary precautions to protect his or her health and safety and that of co-workers by complying and demonstrating knowledge of the policies, procedures and safe practices.
- Prepares performance management reviews as required for all direct reports.
- Demonstrates deep commitment and leadership to equity work, and in particular, strategies and initiatives to combat Anti-Black Racism.
- Actively contributes to the Agency's Strategic Plan by participating in initiatives and committees to support the overall Plan.
- Any other duties that fulfill the mission of the organization.

Requirements

Education:

- Undergraduate degree in Accounting, Business, Commerce or Finance
- Professional accounting designation (CPA (CA, CMA or CGA))

Experience:

- 7 years' experience in accounting and finance and demonstrated supervisory experience in a non-profit organization preferably in the mental health field or with multiple complex funders.
- Extensive knowledge and experience dealing with governance, accounting systems, budgets, internal controls, CRA, business planning, and asset management.
- Demonstrated experience managing a finance department of at least 5 staff
- An awareness of operating in a unionized payroll environment.
- Knowledge of current risk environment facing not-for-profit organizations
- Knowledge of facility management and building maintenance
- Knowledge of IT systems, software and hardware

Skills & Additional Requirements:

- Advanced MS-Office skills including developing financial models using MS Excel.
- High initiative and well developed analytical, problem solving and decision making skills.
- Excellent communication skills including writing, report preparation, and presentation skills.
- Excellent organizational & time management skills.
- Team player.
- Bilingual skills is an asset.

Key Competencies

- Creates Vision and Strategy
- Mobilizes People through leadership, guidance, empathy and coaching
- Collaborates with Partners and Stakeholders
- Fosters Learning, Promotes Innovation and Effectively Guides Change
- Achieve Results and Ensuring Accountability
- Equity, Inclusion and Belonging with a specific focus on Anti-Black Racism
- Demonstrates Strong Character and Judgement

<https://www.ivey.uwo.ca/leadership/research-resources/leader-character-framework/>

Other Requirements

- Full COVID-19 vaccination and Vulnerable Sector Check required.

Working Conditions

Typical office environment. Occasional travelling required.

Physical Requirements

Nil

Direct Reports

- 1 FT Senior Manager, Accounting
- 1 FT Manager, Facilities
- 1 Consultant (Contractor), Information Technology
- 1 Consultant, Special Projects (short-term)

Employee Name (<i>please print</i>)	
Employee Signature	
Date	