



Job Title:	Director of Finance and Administration
Facility:	Canadian Mental Health Association
Reports To:	Executive Director
Bargaining Unit:	Exempt
Wage:	\$82,000 - \$95,000
Classification:	Regular Full Time (37.5 hours per week)

## ORGANIZATION OVERVIEW

The Canadian Mental Health Association (CMHA) Vernon & District Branch is a non-profit organization focused on the promotion of mental wellness in the community of Vernon, and surrounding areas in the North Okanagan. We believe in empowering individuals, groups, and communities in self determination to enhance their mental health. CMHA facilitates access to the resources people require to improve mental health and community integration, build resilience and support recovery from mental illness through building capacity, influencing public policy, providing services and supports and developing resources. CMHA Vernon is a part of a provincial and national federation and partners in collaboration with many initiatives. CMHA Vernon works towards an equitable, diverse, and inclusive community and workplace. We are committed to providing an environment that is free from prejudice, discrimination, and harassment. We strive to reflect the entire community in our volunteers and staff and promote equal access to the services we provide.

## JOB SUMMARY

The Director of Finance and Administration is responsible for supporting CMHA Vernon's programs and services with effective, responsive, and relevant corporate services. The director leads a team to implement all financial management and accounting services, Human Resources, IT and administration of our facilities/program spaces and offices.

## DUTIES AND RESPONSIBILITIES

### Finance and Accounting

- The Director will ensure the optimal management of the organization's financial resources in compliance with generally accepted accounting practices and the financial aspects of other guidelines such as government regulations, contracts with funders, laws concerning charities, etc. Ensuring records and reporting are kept current, presented with accuracy and in a timely manner.
- Oversees and directs the financial management of all CMHA Vernon operations, including the annual budget cycle, monthly and quarterly reviews, and revisions, and reports regularly through the Executive Director to the Board of Directors and the Finance Committee.
- Provides advice to leadership staff on strategic and operational financial challenges and opportunities related to business performance, funding changes, cash flow, and risk using high-quality forecasting and analytics.
- Forecasts and manages cash flow, including receivables and payables management.
- Working closely with the Executive Director, oversees negotiation, reporting and achievement of terms of financing and the management of investments.
- Oversees the financial reporting of all CMHA Vernon program areas and ensures transactions are compliant with accounting standards and governing legislation for registered charities.
- Oversees the preparation of the annual T3010 and ensures all activities and expenses for CMHA Vernon are in compliance with the Canada Revenue Agency.
- Ensures that all remittances, including GST and other government requirements, are up to date.
- Remains up to date on best practices in non-profit finance, business systems, and internal control measures, and provincial and 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 Vernon's relationship with financial banking, investment entities, tax and regulatory authorities, and relevant vendors.
- Works with the Board of Directors, through the Executive Director, to develop, revise, and implement governance and operational financial policies.
- Ensures the organization adheres to Board investment policies, providing recommendations to the Board Finance Committee to ensure the best possible financial returns.
- Perform other special projects as required by the Executive Director or Finance Committee.

**Budget Development and Monitoring**

- 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 contract to ensure complete and accurate implementation of systems and processes to accommodate any new or added programs/services.
- Works with the Executive Director and departmental leaders to produce annual and multi-year budgeting aligned with organizational priorities and financial opportunities and constraints.
- Works with the Board Treasurer and the Finance Committee to prepare the budget presentation for the Board of Directors.
- Monitors financial performance and prepares variance reports. Advises the Executive Director, program directors and program managers of significant budget variances.
- Ensures the Executive Director, program directors and program managers have the financial reports they require to manage the budgets for which they are responsible.
- Provides quarterly financial statements and year-end financial forecasts to the Executive Director and Board of Directors. Provides ad-hoc reports as requested by finance and audit committee.
- In partnership with other members of the Leadership Team, develops and monitors capital replacement plan and makes recommendations for capital purchases.
- Provides support in the preparation of ad hoc financial reports and budgets for proposals, including projections, forecasts, and analyses.

**Audit**

- Oversees the annual audit and the preparation of annual audited financial statements for the approval of the Board of Directors and CMHA Vernon's membership.
- In conjunction with the Executive Director and the Board of Directors, prepares actions plans in response to the auditor's management letter.

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

- Oversees all facets of risk mitigation (financial and legal), insurance, and internal control policies.
- Works with the Executive Director and Director of Strategic Operations to prepare and maintain emergency response, disaster mitigation, and business continuity plans.
- Works with the Executive Director to ensure ongoing accreditation with Imagine Canada.

**Human Resources**

- Oversees payroll and benefits staff and ensures the consistent and smooth processing of payroll, benefits administration, financial compliance with collective agreements, and hire and termination financial paperwork.
- Ensures through supervision of human resources team that all agency staff are oriented to, and where applicable enrolled in, employee benefit packages, pension plans, mandatory government deductions, travel allowances, payroll procedures, timesheets, and other benefit entitlements.
- Oversees the Human Resources Manager in ensuring the organization works towards Human resource goals, including those related to equity, diversity and inclusion.

- Ensures that Human Resources policies and practices complies with the requirements of legal employment standards and of the collective agreements. Attends and represents the Branch at meetings with union officials if required.
- Oversees the insurance and employee benefits agreements of the organization, providing recommendations to ensure competitive rates and conditions.

**Information Technology**

- Oversees information technology systems
- Develops and recommends IT policy to the to the Executive Director and Management team

**Supervision**

- Leads, motivates, and manages finance, human resources, and administrative staff.
- Recruit, hire, orientate, train, promote wellness among, evaluate performance, conduct performance planning, supervise, schedule (including approving overtime if required and within budget), progressive discipline (up to and including dismissal) and provide overall support to employees in the department.

**Executive and Leadership Team Member**

- Contributes as a leader to fostering a strong, safe, and inclusive workplace culture.
- As part of the Leadership Team, stewards progress towards the strategic plan and reviews and assess key policies and practices.
- Models and facilitates interdepartmental collaboration to advance progress towards strategic plan goals.
- Participates in executive level planning, problem solving and risk-mitigation.

**QUALIFICATIONS****Education, Training & Experience**

- Bachelor's degree in finance, business, or a related field.
- CPA Designation.
- Minimum of seven years experience in progressively more senior accounting positions, including overseeing all aspects of finance and accounting.

**Knowledge, Skills & Abilities**

- Strong ability to communicate complex financial issues to senior staff in support of strategic plans and goals.
- Strategic thinking and problem-solving skills to balance short term requirements with long term goals.
- Mindful, compassionate, and adaptive leadership style in the face of unexpected challenges.
- Knowledge of federal and provincial legislation affecting charities and foundations.
- Knowledge and demonstrated ability to revise and improve business and accounting processes.
- Proficiency in accounting software (SAGE preferred) and payroll systems (Payworks preferred).
- Advanced Excel, and Intermediate Word, Outlook and PowerPoint Skills.
- Excellent interpersonal, communication, training, and mentoring skills.
- Excellent attention to detail and accuracy.
- A commitment to our organizational mission of mental health for all.

CMHA Vernon is committed to building an inclusive workplace and community and seeks candidates who share our commitment to equity, diversity, and inclusion.

Please send your resume to [Nicole.zelez@cmhavernon.ca](mailto:Nicole.zelez@cmhavernon.ca)