



Job Title:	Director of Finance
Facility:	Canadian Mental Health Association
Reports To:	Executive Director
Bargaining Unit:	Exempt
Wage:	\$105,000 - \$115,000
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 is responsible for strategic support of CMHA Vernon's programs and services with effective, responsive, and relevant corporate services. The Director leads the finance and administration department to implement all financial management, accounting and administrative services.

DUTIES AND RESPONSIBILITIES

Finance and Accounting

- The Director will ensure the optimal management of the organization's financial resources, in compliance with Canadian generally accepted accounting principles, government laws and regulations, contracts with funders, and policy concerning charities.
- Oversees and directs the financial management of all CMHA Vernon operations, including the annual budget cycle, monthly and quarterly reviews, and reports regularly through the Executive Director to the Board of Directors and the Finance Committee.
- Provides advice to senior 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, payroll and fixed capital requirements.
- 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.
- Oversees all tax compliance, ensuring that all remittances, including GST and other government requirements, are up to date.

- 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.
- 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.
- Ensures that periodic external reports are prepared in compliance with funder and 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 managers 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 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 committee or Board of Directors.
- 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 service contract and grant funding 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 (financial and operational).
- Collaborates with the Executive Director and senior leadership to prepare and maintain emergency response, disaster mitigation, and business continuity plans.
- Supports the Executive Director to ensure ongoing accreditation with Imagine Canada.

Information Technology

- Oversees the operational functionality of business systems and information technology by ensuring the contracted managed service provider complies with the agreed upon service standards.
- Reviews and maintains existing information technology and security policies, and provides recommendations of improvement to the Executive Director.
- Collaborates with program managers and program directors on implementation of new information systems.

Supervision

- Leads, motivates, and manages finance and administration department,
- 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 senior leader to fostering a strong, safe, and inclusive workplace culture.
- As part of the Senior Leadership Team, stewards progress towards the strategic plan and reviews and assesses 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.
- Chartered Professional Accountant (CPA) designation.
- Minimum of five years post designation experience in progressively more senior accounting positions, including experience at the director/executive level.

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.
- Curiosity, strong listening and communication skills, and thoughtful approach to work and 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 enterprise resource planning software (Dynamics 365 Business Central preferred) and operational systems (ie. CRM, HRMS, etc).
- 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 careers@cmhavernon.ca