



Empowering you to live at home
in the City and County of Peterborough

Director, Finance & Administration

Full-Time Permanent

Class A – 35 hours per week

Position Summary:

The Director of Finance & Administration plans, organizes, directs, controls and evaluates the operation of the accounting department in order to ensure effective, efficient and accurate financial operations and reporting. The Director manages the overall administration including insurance, benefits package, leases and contract management. The Director provides leadership, support and supervision for all Finance and some Administration staff. The Director establishes performance standards and prepares various financial reports for the Executive Director, the Board of Directors, the Finance & Audit Committee, Government, Funders, and Auditors. Reporting to the Executive Director, the Director of Finance & Administration works as a member of the Senior Management Team that provides leadership in several key functions.

Qualifications & Experience

- Certified General Accountant (CGA), or an equivalent combination of advanced level courses with related work experience and education.
- Minimum 10 years' experience in accounting, auditing, budgeting, financial planning, analysis, payroll or other financial activities.
- Must be knowledgeable in the use of accounting software (Sage accpac), Microsoft Office, payroll and HRIS software, and database management software (AlayaCare).
- Advanced understanding of GAAP and financial management practices.
- Knowledge of leadership and management principles as they relate to non-profit organizations.
- Valid driver's licence and access to a vehicle.

Competencies

- Strong leadership and supervisory skills.
- Optimizes resources and effectively manages operational risks and financial controls, and leads budget development and scenario forecasting.
- Supports the organization to consistently deliver high-quality outcomes, results, and demonstrates fiscal responsibility.
- Assesses problematic situations to identify causes, gather and process relevant data and information, generate possible solutions, and make recommendations and/or resolve the problem.
- Ensures that details, data, and facts are analyzed prior to making decisions, and that important decision-making data is maintained accurately.
- Pays attention to details and recognizes the component parts of a procedure or objective in order to ensure it is error-free, or to verify its correctness or completeness.
- Strong organizational and project management skills with ability to prioritize competing deadlines.
- Good interpersonal skills and written communication with particular attention to detail.
- Experience working in the not-for-profit sector, including volunteers and Board of Directors.
- Proven ability to maintain positive internal and external working relationships.



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Compensation: \$75,821 - \$89,216 annually with comprehensive benefits plan.

Application Deadline: Friday, July 28 at 4 pm

We thank all applicants for their interest, however only candidates selected for further consideration will be contacted.

**Send cover letter detailing your interest in the position and a résumé to:
HR@commcareptbo.org**

*Community Care Peterborough is an **equal opportunity employer** committed to providing an inclusive and barrier-free selection process and workplace that embraces diversity, values differences, and supports the full participation of all employees. We recognize the importance of ensuring that all applicants are treated with equal respect and dignity, and are protected from discrimination and harassment. If you require accommodation measures during the recruitment or selection process, please advise in confidence at the time of application.*

