

## Senior Director Finance & Operations

JA Central Ontario

<b>Posted On:</b>	Wednesday, October 13, 2021
<b>Closes On:</b>	Open vacancy - suitable candidates will be contacted on application
<b>Location:</b>	405-133 Richmond St W, Toronto (remote through pandemic)
<b>Start Date:</b>	December 1, 2021
<b>Reports to:</b>	President & CEO
<b>Hiring range:</b>	\$90,00 - \$105,000
<b>Role type:</b>	Full time

Are you looking to develop a rewarding career in impact-driven charity in a role in Finance & Administration? If you are passionate about empowering the next generation, we'd love to hear from you!

The Senior Director, Finance & Operations leads and develops the Finance, HR, IT, and Administration functions. Their efforts strengthen the capacity of the organization, enhance planning, and build efficient and effective systems. The Senior Director has a significant governance responsibility as the staff liaison to the Treasurer.

The Senior Director's primary responsibilities are to a) develop and manage JA Central Ontario's accounting and financial functions, controls and systems, b) act as Privacy Officer, and manage the HR function and c) manage an evolving portfolio of Operations services that build the capacity of the organization and are critical to its ability to achieve its growth objectives.

The Senior Director supports the President & CEO and the management team to develop the annual plan and budget, aligned to the organization's strategic plan goals and ensure the plan is fiscally responsible. A member of the Senior Leadership team, they lead the Finance and Operations team in a manner reflective of JA Central Ontario's values.

### KEY RESPONSIBILITIES INCLUDE:

#### LEADERSHIP, STRATEGY, AND TEAM MANAGEMENT

- Collaborate with the President & CEO, senior management, and other relevant stakeholders to assess and develop strategic and operating plans and budgets.
- Maintain the Risk Register, evaluating, leading, and strengthening Risk practices.
- Lead, manage, develop, and evaluate the Finance and Operations team and manage the contracted, third-party providers of HR and IT services.
- Model JA Central Ontario's values, building an exceptional workplace culture.

#### FINANCIAL MANAGEMENT)

- Direct short-term and long-term financial planning and budget development to support strategic business goals.
- Prepare financial and cash flow statements and perform related financial analysis for the President & CEO, Treasurer, and the Board of Directors.

- Support donor and funder reporting, and act as the financial liaison for JA Canada and JA Worldwide.
- Ensure appropriate financial policies and procedures are documented, implemented, and reflect good practice. Ensure appropriate record keeping and compliance with GAAP, including the timely preparation of in-house financial statements and the year-end audit.
- Manages all insurance, contracts, leases, and facilities issues.

## GOVERNANCE

- Provides financial reports for the Board and liaises with Treasurer monthly.
- Staff liaison for the Operations, Audit, and Investment Committees.
- Leads the Imagine Canada accreditation renewal process.
- Provides quarterly reports and manages communication with JA Canada as required.
- Works with the President & CEO to understand and apply processes as they relate to the organization's Bylaws and best practices in Governance.
- Prepares and completes all required government filings, including charitable returns.

## HUMAN RESOURCES

- Act in the role of Privacy Officer of the organization, including evaluating, leading, and enhancing processes for tax receipting, CRA, PIPEDA and PCI compliance.
- Manage the HR function, including the annual performance review process, management of benefits, recruitment, on-boarding and off-boarding of employees, maintaining the HR policies, coordinating training, and responding to the day-to-day requirements of a staff of approximately 17.

## IT ADMINISTRATION

- Ensures the organization has the appropriate technology infrastructure and data management systems, via the contracted IT service providers.
- Ensures the appropriate technology-related policies, procedures, and trainings are in place to meet the organization's needs and mitigate risk.

## OFFICE OPERATIONS

- Manages all interactions with the landlord.
- Ensures the office design and equipment supports the work of the team.
- Leads the Health & Safety Committee and is part of the rotation to lead the Social Committee.

## EXPERIENCE & QUALIFICATIONS:

### EXPERIENCE:

- Degree in Finance, Business Administration, or a related field.
- Professional accounting designation (i.e., CPA).
- 10+ years in progressive positions relating to finance and business operations, preferably in the charitable and/or nonprofit sector.

- Significant track record of effective financial management, preferably in the charitable and/or nonprofit sector.
- Experience designing and implementing HR practices and programs.
- Demonstrated success of motivating, mentoring, and managing a team.
- Experience working with senior level relationships and governance volunteers.
- Understanding of charitable sector governance policies and procedures.

#### KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent communication skills and strong political acumen.
- Ability to contribute to strategy relative to the planned growth of the organization.
- Results-oriented problem solver who can bring complex projects to life.
- Commitment and ability to draw on the diversity of skills, backgrounds, and knowledge of people to achieve outstanding results.
- An understanding that flexibility, collaboration, and teamwork are critical to success..
- An affinity for the JA mission, education, and youth development.

#### TRAVEL

- Occasional travel within the service region, as required.

#### PHYSICAL DEMANDS:

- Flexible to work occasional weekends and evenings.
- Is available to participate in after-hours events and meetings as required.

#### WORK ENVIRONMENT:

- Hybrid remote/in-office arrangement (min. 2 days/week present in the Toronto office).
- JA Central Ontario is remote until further notice due to the COVID-19 pandemic.

As JA Central Ontario is a youth-serving organization, offers of employment are conditional on the review of references and a Police Records Check.

Take the next step in your purpose-driven career by joining our team. We offer:

- A positive, supportive, and engaged culture.
- An unparalleled opportunity to inspire and prepare young people so they can succeed in a changing global economy.
- A comprehensive benefits plan, professional development support, generous paid time-off, and an RSP matching program.

#### HOW TO APPLY:

Submit a resume and a cover letter to [eszigeti@jacentralontario.org](mailto:eszigeti@jacentralontario.org) with Senior Director, Finance & Operations in the subject line. Be sure to tell us what makes you a great candidate for this role and why you want to join JA. Only those applicants being considered will be contacted.

JA Central Ontario is an equal opportunity employer, who values the diversity of our employees and those we serve. We welcome applications from all qualified applicants. If you require accommodation measures in the hiring process, please let us know in advance. Thank you for your interest in joining our team.

**ABOUT US:**

[JA Central Ontario](#) is a charity on a mission to inspire and prepare young people to succeed in a changing global economy. Working in Halton, Peel, Toronto, York, Durham, and Simcoe regions, we bridge education and the world of work, providing students in grades 3-12 with essential financial literacy, work-readiness, and entrepreneurship skills and experiences. A member of JA Canada and part of JA Worldwide, JA is the world's largest not-for-profit dedicated to educating young people about business.