



POSITION DESCRIPTION

POSITION TITLE: Director, Finance and Corporate Services

RESPONSIBLE TO: Chief Executive Officer

GENERAL ACCOUNTABILITIES:

The Director, Finance and Corporate Services serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Director, Finance and Corporate Services is an essential member of the client-centred health professional team. They will work with other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non-traditional and innovative approaches to service delivery within the broad determinants of health framework.

SUMMARY OF FUNCTIONS:

The **Director, Finance and Corporate Services** is responsible to the Chief Executive Officer for the quality of the corporate service functions, including finance (budgeting, controls, systems, procurement, and funding agreements), facilities management (plant, property, equipment, and cleaning services), and corporate administration at the Health Centre. The Director, Finance and Corporate Services is a critical senior leadership role that blends strategic thinking with operational execution. The role ensures the effective integration of corporate services into the organization's broader mandate and contributes to organization-wide initiatives that enhance impact, efficiency, and service excellence.

SPECIFIC ACCOUNTABILITIES:

1. For both internal operations and external partnerships, demonstrated ability in overseeing budgets, operating plans, ministry reporting, external audits, management and board of director reporting;
2. For both internal operations and external partnerships, oversee the timely and accurate preparation of financial statements and funder reporting;
3. For both internal operations and external partnerships, ensure compliance with Canadian, not-for-profit accounting standards and funder requirements while operating within all related organization policies and procedures;

4. For both internal operations and external partnerships, ensure that all statutory filing requirements of the Health Centre are completed in a timely manner including but not limited to the GST/HST and the annual charitable return;
5. For both internal operations and external partnerships, responsible for coordinating and leading the annual audit process by working with auditors from commencement of field work to preparation of draft statements for presentation to Leadership, Audit Committee and Board of Directors;
6. Oversee the financial operations including Accounts Payable, Accounts Receivable and Payroll while ensuring these functions are completed in a timely manner;
7. Development of the annual Health Centre budget and forecast preparations in consultation with the CEO and Leadership team;
8. Maintain relationship with the Health Centre's bank while continually monitoring cash flows;
9. Maintain relationship with finance partners who purchase back-office finance services;
10. In terms of compliance and risk control, maintenance and monitoring of excellent internal controls within the financial systems;
11. Oversee the finance, facilities and corporate administration teams while promoting the development of those staff;
12. Attend and contribute at Leadership team meetings while providing guidance and input to the Health Centre's Leadership team in all financial matters;
13. Attend Finance & Audit Committee and Board of Director meetings and represent the Health Centre as a financial resource;
14. Other duties as assigned.

QUALIFICATIONS:

1. A recognized professional accounting designation (i.e., CPA) or in the completion phase is required.
2. Five to seven years of progressive financial management experience in a not-for-profit organization, preferably in a health setting.
3. Excellent acumen in the development and maintenance of financial systems and processes.
4. Thorough knowledge of and proficiency in all aspects of Canadian, not for profit, public sector accounting standards, accounting principles and practices with experience in managing a finance or accounting team.
5. Proficiency in the use of various software applications, experience with Microsoft Dynamics preferred.
6. Demonstrated ability to be flexible, a self-starter and the ability to work with a high degree of efficiency, accuracy, attention to detail and confidentiality.
7. Excellent communication and interpersonal skills with a demonstrated ability to work with staff to ensure an effective and efficient working environment.
8. Possesses a willingness to work flexible hours in order to accomplish major responsibilities when they present themselves throughout the year.

Confirmed: June 2025