



## Job Posting

<b>Position:</b>	Director of Finance and Administration
<b>Location:</b>	Provincial Office
<b>Reports to:</b>	Chief Executive Officer
<b>Status:</b>	Full-time

**The Schizophrenia Society of Ontario (SSO)** is a leading mental health organization supporting individuals, families, caregivers and communities affected by schizophrenia and psychosis across the province since 1979. Our aim is to make positive changes in the lives of people affected by schizophrenia and psychotic illness. SSO is expanding its mandate and brand to incorporate a new mental health innovation platform, IAM (Institute for Advancements in Mental Health). IAM is Canada's first dedicated, independent, community-based mental health Innovation platform committed to working together with system partners as well as those affected by mental health issues. The organization has recently developed a new strategic plan around its commitment to supporting people living with schizophrenia and psychotic illnesses as well as an expanded mandate with the goal of reaching as many people as might benefit from solutions created by our innovation platform.

SSO is currently seeking a Director of Finance and Administration as a strategic thought-partner to lead and develop a team to support the organization as we expand our mandate. This is a tremendous opportunity for a finance and administration leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

The Director of Finance and Administration oversees finance, accounting, business planning, budgeting, and administration and is a key member of our leadership team, participating in strategic decision making and operations as SSO/IAM continues to enhance its quality programming and build capacity.

## Key Areas of Responsibility:

### Financial Management

- Manages and oversees delivery of financial services ensuring financial operations, policies and procedures are accurate, effective, efficient and that appropriate controls are in place
- Oversees and leads annual budgeting and planning process in conjunction with the CEO; administers and reviews all financial plans and budgets; monitors and reports on revenue development, progress and changes
- Prepares, analyzes and presents financial reports, statements and forecasts to the CEO, Finance Committee, and the Board of Directors, clearly communicating monthly and annual financial statements

- Oversees financial, project/program, donor and grants accounting
- Oversees and coordinates the annual audit process, liaises with external auditors and the Finance Committee of the Board; assesses and implements changes as necessary
- Ensures adherence to all reporting requirements of government funders: Local Health Integration Network (LHIN), foundations, and corporate donors, on a quarterly and ad hoc basis
- Manages cash flow and forecasting ensuring that cash flow is steady and supports operational requirements
- Manages and oversees all accounting procedures including invoice processing, account allocations, balance sheet, chart of accounts, accounts payables, payroll systems and processes and bank functions
- Manages investment portfolios and estates, reviews contracts, and ensures adherence to Revenue Canada requirements
- Evaluates, leads, and implements risk management processes and policies
- Provides strategic financial guidance and advice to the CEO

### **Administration**

- Oversees administrative functions and office facilities to ensure efficient and consistent operations
- Manages administrative processes and procedures; ensuring procedures and systems are documented and manuals are prepared and updated
- Oversees systems established to address maintenance of office equipment, computers, information technology, furniture and supplies including sourcing competitive prices, contract negotiations and ongoing liaison with providers and suppliers
- Updates and renews corporate insurance policies and benefits portfolio
- Negotiates and manages lease contracts for provincial and regional offices
- Develops, maintains and oversees centralization of filing system, including maintenance of corporate files

### **Education and Experience:**

- Accounting designation of CPA, CMA, CGA, or equivalent experience, is required
- Minimum of 10 years relevant financial management experience together with ideally six plus years of broad financial and operations management experience
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Experience in the development of government and foundation proposals and reports, investments, donation management, and revenue monitoring
- Strong ability and experience in developing operational budgets in support of organizational goals and activities
- Extensive understanding of legislation and regulations governing non-profit charitable organizations
- Ability to translate financial concepts and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Ability to implement a progressive approach to all aspects of financial services

## Relevant Skills and Attributes:

- Excellent administrative skills and understanding of office management coupled with an innovative and creative approach to non-profit organization operations
- Keen analytical, organization, planning and problem-solving skills which support and enable sound decision making
- Strong understanding of voluntary sector management and appreciation for the role of volunteers
- Advanced level of technical skills required including proficiency in computer applications and software related to financial and database management
- Proficiency in GP Dynamics and Microsoft Suite

If you would like to be part of our dynamic team, please send your resume and cover letter (one document in Word or pdf format) **by February 21, 2020** via e-mail to [info@schizophrenia.on.ca](mailto:info@schizophrenia.on.ca)

SSO is committed to meeting the accessibility needs of persons with disabilities and will accommodate persons with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their accommodation needs known in advance.

*We thank all applicants in advance, but only those selected for an interview will be contacted.*

To learn more about SSO/IAM, please visit us at [www.schizophrenia.on.ca](http://www.schizophrenia.on.ca), follow us on

