



Director of Finance

Menno Place is one of BC's largest campuses-of-care ranging from independent living to complex care for 700 residents over 11.5 acres in Abbotsford, BC. Founded in 1953 by the Mennonite Benevolent Society, Menno Place has the privilege of serving the physical, emotional, spiritual and relational needs of residents, families and staff alike.

Under the general direction of the Chief Operating Officer (COO) and in cooperation with the Leadership Team, the Director of Finance (DOF) is responsible for planning, organizing, directing and controlling financial matters for Menno Place and its operating divisions in accordance with Canadian Accounting Standards, Ministry of Health legislation and regulations, and Fraser Health Authority guidelines.

Duties and Functions:

1. Provides leadership and supervision to the finance team, ensuring efficient and cost-effective outcomes and quality resident care services.
2. Develops, interprets, and implements Finance operating policies and procedures.
3. Plans, organizes, monitors and evaluates finances, accounting, budgeting, information management (IM), information technology (IT), within the parameters of the approved strategic plan.
4. Tracks indicators and analyses trends to achieve operational excellence.
5. Ensures timely development of financial and capital equipment budgets in accordance with requirements of the Fraser Health Authority and expectations of the COO and ensures operational programs and activities are maintained within approved budget parameters.
6. Ensures timely and accurate preparation of monthly, periodic and year-end financial statements, including reporting on significant variances from budget.
7. Oversees the preparation of year-end financial audits and implements control measures to safeguard assets.
8. Develops, implements and monitors effective financial controls as required by The Accounting Standards Board, the auditors, government agencies, including purchasing policies, signing authority protocols, payroll procedures and other control systems.
9. Ensures the timely and accurate submission of financial reports required by Fraser Health or other government agencies.



10. Ensures the organizational information management systems is controlled, safe, and secure, and that IM and IT services are provided in an effective and efficient manner, including cyber security.
11. Establishes strategic and long-range planning to preserve organization's health for finances and IM systems. Forecasts, project costs, and monitors cash flow for operational changes, future developments, and capital projects.
12. Hires and manages IM systems staff and contractors to design, develop, implement and operate the full scope of IT systems including computers, telephony, networks, audio, video, streaming, etc in consultation with the COO.

Education, Training and Experience

- CPA designation in good standing
- A degree in business, economics, or finance
- Minimum of 5 years of prior work experience in an environment specifically in a senior financial role
- Strong working knowledge of accounting principles, practices and applications
- Experience and knowledge in dealing with accounting, reporting systems and internal controls, and audits performed by external audit firms
- Financial analysis, budgeting, and strong working knowledge of CRA's requirements for not-for-profits and excise tax are required
- Advanced proficiency with Microsoft Office applications – Excel, Word, PowerPoint
- Proficiency with GoldCare accounting software, spreadsheet programs and applications an asset

Skills and Abilities

- Effective attention to detail and a high degree of accuracy. Strong problem identification and problem resolution skills.
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills
- Proficient communication, interpersonal and organizational skills
- Ability to respond appropriately in pressure situations with a calm and steady demeanor
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Ability to build and maintain relationships with other departments, key business partners, suppliers and residents as needed
- Demonstrate familiar with IT platforms and management experience

Compensation

Competitive compensation, Extended Health Benefits & Pension Plan

Check us out at <http://www.mennoplace.ca>. If you are interested in this opportunity please email your resume to recruitment@mennoplace.ca. Deadline for applications is **April 30, 2021**. We thank all applicants however will only be contacting short-listed candidates.