



**Lakeridge
Health
Foundation**

DIRECTOR OF FINANCE

Location: Oshawa and Whitby

Status: Full-time

Application Deadline: April 30, 2018

Job Purpose

Reporting to the Foundation CEO, the Director of Finance will be responsible for the financial program and systems of the Foundation including: (1) finance, (2) audit and compliance, (3) information and database systems, and (4) project management of special initiatives. The incumbent will supervise a team of two, including one direct report. The Director will also work closely with Lakeridge Health's Capital and Finance groups.

Job Responsibilities

Finance & Accounting

- Develops and supervises the Foundation's budget and business planning process.
- Oversees accounting processes, operating expenses and revenue reconciliation.
- Administers disbursements and grants to Lakeridge Health, and liaises with medical and administrative directors for special designated funds.
- Works closely with the Foundations' external Money Manager reviewing performance including all endowed funds.
- Directs the capital budget for the Foundation.
- Ensures monthly and quarterly financial statements are complete and accurate.
- Monitors investment reports and compliance with investment policies.
- Provides input and direction on specialized financial reporting to Staff and board
- Attends Board, Finance and Investment meetings.
- Develops related policies and procedures.

Audit and Compliance

- Oversee annual financial audit in conjunction with the Finance and Audit Committee, and external auditors.
- Ensures all tax guidelines are adhered to and T3010 is filed accurately and on time.
- Ensures all legal and CRA requirements are met.

Information & Database Systems

- Evaluates and recommends hardware and software requirements.
- Determines allocation of new and existing computers and software for greatest efficiency.
- Directs database structure, coding, policies and procedures.
- Recommends database enhancements based on priorities of the Foundation.
- Oversees database management and staff training.

Staff Supervision

- Provides leadership and guidance to the financial team, and conducts performance evaluations.
- Ensures efficiency of workflows.
- Hires and trains administrative employees.

Project Management of Special initiatives

- Prioritizes and coordinates special projects as identified at a strategic level.
- Manages and coordinates specific initiatives, and communicates plans and outcomes to staff and volunteers.

General

- Promotes the Foundation's Mission within the Lakeridge Health and the community.
- Ensures all financial requests from the Board of Directors and volunteers are fulfilled.
- Is a member of the senior management of the Foundation.
- Communicates with all others in a helpful and respectful manner consistent with organizational values.
- Participates in team meetings.
- Performs other duties as assigned by the CEO.

QUALIFICATIONS**Required**

- Experience in financial, and IS management within a service-oriented program.
- Strong leadership and supervisory skills, and operations accountability.
- Exceptional interpersonal skills, a collaborative style and effective communication at all levels.
- Strong knowledge of technology and computer systems.
- Proven experience working with databases at a strategic level.
- Familiarity with Canadian Not for Profit Corporations Act.
- Able to manage priorities of a team.
- Minimum of five years management experience.

Preferred

- A CPA designation and/or a University degree in accounting, commerce or business administration.
- Experience in a Canadian charity, and with Financial Edge and Raiser's Edge fundraising software.

Lakeridge Health Foundation is an equal opportunity employer and welcomes all qualified applicants, regardless of gender, race, age, sexuality, or disability.

To apply for this position, please send your cover letter and resume to:

- foundationhr@lakeridgehealth.on.ca. Please quote "Director of Finance" in the subject line of your email.
- No phone calls, please.
- We thank all applicants in advance. Only those selected for an interview will be contacted.