



## **POSITION DESCRIPTION**

Job Title: Director of Finance

Reports To: Executive Director

Approved: September 2023

Revised: January 2024

---

### **Primary Function:**

Under the direction of the Executive Director, the Director of Finance is accountable as a senior manager for Wesway. This position is responsible for the effective and efficient direction, management, and functioning of the financial, accounting and payroll functions and preparation of capital and operating budgets. Also responsible for the development, delivery, and evaluation of specific financial services in a manner that is consistent with Wesway's philosophy, policies and procedures and in accordance with funders' reporting requirements, and all relevant legislation.

As a member of the Senior Management Team, the Director of Finance is responsible for effectively managing and using agency resources; establishing an annual planning process which involves the projection, allocation and delivery of financial services and monitoring of the agency's actuals; providing leadership for committees, working groups, and agency projects; and actively participating in the multi-disciplinary, management and leadership teams.

This position provides corporate supports in the areas of Accounting, Computerized Financial Information Systems, Records, Payroll and Asset Control. The focus for the position is on risk management, financial planning, control and reporting as well as supervising financial and payroll staff.

### **Leadership and Management:**

The position requires proven leadership, management and supervisory knowledge and skills, including a capacity to bring energy and passion to the organizational culture; strong decision making, interpersonal, teamwork and communication skills; planning, organization, and delegation skills; and a proven ability to manage change.

An ability to develop and implement effective policies and procedures, operationalize best practices, conduct program evaluation and utilize information technology is also necessary.

### **As a Member of the Management Team:**

- Work collaboratively as a member of the Senior Management Team to facilitate the implementation of financial, operating and staffing plans, effectively using agency resources to achieve organizational goals
- Consult other managers regarding mutual problems and concerns, and actively seek their counsel and advice in decisions which may affect their management functions or require their expertise, input, or opinion
- Coordinate area operations with due respect for the requirements and services of other areas
- Actively engage other members of the Senior Management Team with a spirit of collaboration and cooperation to address and resolve cross agency issues and conflicts
- Cooperate with other members of the Senior Management Team on sensitive matters and emerging issues relating to actual or potential legal liability with respect to public or employee complaints or regulatory compliance

### **General Management:**

- Develop and maintain the Wesway budget process as directed and ensure that all budgets and reports are completed in a timely, controlled, and accurate manner for both internal and external stakeholders. Ensure that all government legislation and regulations are followed and systems for monitoring these are in place
- Prepare and file financial documents (i.e., charity tax return, quarterly and annual reconciliations such as WSIB, EHT). Maintain thorough knowledge of all legislation and bills governing accounting and financial reporting, banking and investments, budgeting, and payroll, lottery licensing and ensure compliance
- Provide timely advice to the Executive Director on financial matters affecting the integrity and exposure to liability of the Corporation
- Participate in the decision-making process at the senior management level, by providing reports, recommendations, and information to facilitate the overall operation of the agency. Provide support, consultation, analysis and reports to the Executive Director and other members of management on all financial matters
- Ensure financial policies, procedures and systems are in place and followed. Recommend and implement changes or revisions to these when necessary
- Represent Finance at the management meeting
- Provide financial information and/or answer requests made by the Board of Directors particularly annual audited statement matters, and follow-up on any changes that the Board requests
- Assist the Executive Director by providing information for the Board with respect to Executive Limitations Financial Monitoring Reports and Board budgets

- Act as a resource to the Executive Director, senior management and relevant committees in the administration and direction of Wesway and in the formulation of policies and procedures
- Initiate and chair committees, task groups and other meetings as required, both internally and externally
- Lead/participate in other organization-wide initiatives, as required

### **Finance Management:**

- Ensure availability of up-to-date financial data through the production and maintenance of financial statements, amending allocations as directed for new funding activity
- Maintain the Charts of Accounts and General Ledger to ensure that there is proper coding of payables and receivables, and that they are posted in the appropriate periods
- Supervise, maintain, and develop accounting systems and controls on an on-going basis; research, recommend and oversee the overall implementation of new financial based software
- Maintain the asset inventory, and account and distinguish, capital acquisitions and disposals, in congruence with the general ledger
- Complete and remit periodic and annual financial reporting to the funding Ministries using their reporting mechanisms. Process and complete annual filings for government agencies and departments as required
- Prepare and co-ordinate annual external audit, including all year end entries, and preparation of financial statements, schedules, and notes for the auditor; and act as a liaison between the external auditor and rest of staff
- Ensure an accurate and timely payroll including maintenance of employee master files, time input and adjustments, benefit adjustments, reconciliation of employer remittances, preparation of record of employment, preparation of annual T4 slips
- Provide research and analysis for assisting Human Resources and union requests, and service management requests
- Participate in the establishment of documentation procedures and ensure compliance with set standards

### **Supervision:**

- Supervise, coach and mentor reporting staff to meet organizational goals, including selection, performance management, discipline, and termination
- Evaluate the performance of assigned staff and develop and review objectives on an annual basis. Maintain a working file on each assigned staff which contain, at minimum, completed supervision notes, relevant emails, record of training and annual performance appraisals
- Ascertain training needs for assigned staff and ensure that staff training opportunities are provided as required and are available

- Contribute to positive labour relations through adherence to the Collective Agreement, relevant legislations, and the exercise of good judgement in dealing with staff

### **Training and Professional Development Responsibilities:**

- Identify the learning needs of staff as these relate to the delivery of financial/payroll services, and ensure that training opportunities are provided as required and available (i.e., training on new financial software programs)
- Actively pursue relevant training opportunities related to professional learning needs as identified in the performance review process
- Attend conferences, seminars and workshops as related to established professional goals
- Remain knowledgeable of best practices, current trends, and new initiatives in areas of finance, leadership, management, and supervision
- Participate in interagency committees, projects and activities as required

### **Statistics:**

- Coordinate information requirements for all applicable Ministry budget submissions and reporting requirements
- Manage budgets related to Finance and Payroll
- Approve expenditures within the limits of designated budget areas
- Act as a fully authorized signing officer for Wesway

### **Risk Management:**

- Advise the Executive Director on risk management and other matters affecting the integrity and exposure to the liability of the Corporation
- Assess incidents of a serious nature, interpret Ministry policy and directions, and manage associated implications for the organization, as directed by the Executive Director
- Perform workplace inspections and employee safety observation; correct substandard acts or conditions; conduct accident investigations

### **Other:**

- Perform all other duties as assigned

### **Qualifications:**

- University degree in Accounting or Finance from a recognized university, and five to eight years of similar work experience up to and including one to three years in a leadership role
- CPA designation is required

- Previous supervisory experience
- Proficiency in accounting, spreadsheets (i.e., Excel) and accounting software (e.g., MS Dynamics)
- Experience with ADP Workforce payroll software is an asset
- Understanding of financial administration in a non-profit organization
- Working knowledge of MIS reporting, legislation and bills governing accounting and financial reporting
- Strong interpersonal, communication, organizational and analytical skills
- Must be competent within the meaning of the Ontario *Occupational Health and Safety Act* and the Regulations pursuant to it
- Must work in compliance with the provisions of the Ontario *Occupational Health and Safety Act* and the Regulations pursuant to it
- A valid driver's licence and access to a reliable vehicle is required
- Able to work flexible hours (evenings or weekends) as required