



**CANADIAN MENTAL HEALTH ASSOCIATION  
 SIMCOE COUNTY BRANCH  
 INTERNAL/EXTERNAL JOB POSTING**

<b>POSTING # 24-46 IE</b>	<b>POSTING DATE: Dec 16/2024</b>	<b>CLOSING DATE: Jan 14/2025</b>
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**CLASSIFICATION:**

**Director, Finance – Full-Time, Permanent – Barrie, ON**

The Canadian Mental Health Association, Simcoe County Branch (“CMHA SCB”) seeks a Director of Finance, who, in accordance with agency policies, standards, and guidelines, is responsible for the strategic management and oversight of the financial, operational, and development objectives for the Finance and Facilities departments. The Director manages the agency’s financial and operational infrastructure, collaborating closely with the Senior Leadership Team (SLT), CEO, and Board to develop and oversee financial strategies, systems, and performance, while ensuring compliance with all applicable legislative requirements and funder agreements. Additionally, the Director oversees the facilities operations of CMHA SCB, ensuring effective management of property and facility resources.

**REQUIRED QUALIFICATIONS:**

- University Degree in Commerce or Business Administration with an Accounting Major; Masters degree is an asset.
- Professional Accounting Designation (Certified Management Accountant, Chartered Professional Accountant) in good standing.
- Minimum 8 years of progressive leadership and management experience in financial management; preferably within the health care, public, or not-for-profit sectors.
- Experience in facilities and/or operational management/leadership is preferred.
- Advanced proficiency in computer applications, including Microsoft Great Plains Dynamics, Quadrant HRIS, and MS Office 365 with the ability to use and learn new technology.
- Advanced knowledge of relevant legislation and regulations, including the *Employment Standards Act, 2000*, Ontario Health and Safety Act, payroll source deductions, Ontario Employer Health Tax, Provincial Sales Tax, and Goods and Services Tax.
- Fluency in French or another second language would be an asset.
- Must have a reliable source of transportation.
- Legally entitled to work in Canada.

**REQUIRED SKILLS AND KNOWLEDGE:**

As per job description.

**SALARY SCALE:**

Executive Level 1: \$123,469 - \$130,894\* per annum

*\*pro-rated based on hours worked*

**HOURS OF WORK:**

- Thirty-five (35) hours per week, Monday to Friday.
- Attendance at special events required from time-to-time.
- Able to work within a flexible framework to respond to client needs.

**SUBMIT COVER LETTER AND RESUME TO:**

Human Resources

[hr@cmhastartalking.ca](mailto:hr@cmhastartalking.ca)

*Please submit in a single document*

**APPROVED BY:**

Danielle Greenwood  
 Manager, Human Resources

December 16, 2024

Date

*CMHA Simcoe County Branch is an equal opportunity employer committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, 1990 CMHA Simcoe County Branch will provide accommodations throughout the recruitment and selection process to applicants with disabilities. CMHA Simcoe County Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We welcome all applicants including persons with lived experience, women, Indigenous people, people with disabilities, and members of the 2SLGBTQ+, visible minority and immigrant communities to apply. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*



<b>JOB TITLE:</b>	Director, Finance
<b>PRIMARY LOCATION:</b>	128 Anne Street, Barrie, Ontario
<b># OF DIRECT REPORTS:</b>	6
<b>REPORTS TO:</b>	Chief Executive Officer
<b>JOB SUMMARY:</b>	The Director of Finance, in accordance with agency policies, standards, and guidelines, is responsible for the strategic management and oversight of the financial, operational, and development objectives for the Finance and Facilities departments. The Director manages the agency’s financial and operational infrastructure, collaborating closely with the Senior Leadership Team (SLT), CEO, and Board to develop and oversee financial strategies, systems, and performance, while ensuring compliance with all applicable legislative requirements and funder agreements. Additionally, the Director oversees the facilities operations of CMHA SCB, ensuring effective management of property and facility resources.
<b>REVISED:</b>	December 2024
<b>REVISED BY:</b>	HR Manager; HR Generalist; CEO; CFO; Director, Quality, Risk & Corporate Performance; Director, Service Operations
<i>CMHA reserves the right the change job descriptions as the needs of the agency change.</i>	

**CORE COMPETENCIES**

- Work together in relationship to learn and grow
- Encourage understanding
- Listen with an open mind
- Laugh and enjoy humour compassionately throughout the day
- Notice the dignity and value of ourselves and others
- Engage others with compassion
- Share our stories and our hearts
- Strive to honour and respect ourselves and others
- Embrace a philosophy of harm reduction
- Lives to the LEADS in a Caring Environment (**LEADS**) framework: Lead Self, Engage Others, Achieve Results, Develop Coalitions, Systems Transformation

**DUTIES, RESPONSIBILITIES, AND RELATED TASKS:**

**1. Organizational**

- Oversee financial considerations in the planning, implementation, and evaluation of agency programs and services.
- Have a strong commitment to quality improvement (QI) and support the continuous improvement of client care on a team, organizational, and system level.
- Comply with and provide input/recommendations on agency standards, procedures, and guidelines.
- Participate in internal agency staff and committee meetings as required.
- Work in cooperation with Senior Leadership Team (SLT) and the Management Team towards the fulfillment of agency directions and goals.

**2. Program and Services**

**Financial Leadership**

- Oversee the Finance Department’s daily operations, including in-house payroll processing, monthly rent supplement payments for 300+ clients, accounts payable, accounts receivable, forecasting and variance analysis for multiple programs as well as any special initiatives. This role requires a strong working knowledge of these functions to ensure accuracy, compliance reconciliation and efficiency.
- Ensure financial systems are maintained and monitored to comply with Accounting Standards for Not-for-Profit Organizations (ASNPO), provincial and federal regulations, internal controls, best practices, accreditation standards, funder requirements, (including Ontario Health), CRA guidelines for charitable organizations and Board mandates.
- Leverage an advanced understanding of insurance requirements and practices to oversee the organization’s coverage, ensure compliance and manage risk effectively.
- Develop monthly and annual budget review and process; and train and include SLT and managers and in budget planning, analysis and evaluation cycle.
- Oversee the preparation of formal accounting statements monthly and ensure financial reports are distributed to the CEO, management and the Finance and Audit Committee of the Board.



- Coordinate and support the annual external audit process, implement recommendations, and oversee completion of fiscal year-end accounting functions and annual reconciliation reports for all programs.
- Provide financial analyses, recommendations, and updates to the CEO, SLT, Management team and Board.
- Liaise with external auditors, implement recommendations, and complete year-end accounting functions.
- Oversee the financial components of government grant applications, RFP processes, tendering and procurement activities, contributing financial data and ensuring compliance with funder requirements and organizational policies; and ensure all fund reporting is completed and submitted as per funder requirements.
- Oversee the development, implementation, and ongoing maintenance of financial policies and practices to ensure compliance with all relevant legislation and organizational standards.
- Continuously enhance accounting systems, procedures and techniques to ensure cost-effective high-quality management of CMHA Simcoe County's resources. Ensure compliance with funder requirements, legislated standards and Ministry provided and approved systems to improve management reporting and drive operational efficiency.
- Oversee cash flow analysis, maintain banking relationships, and ensure account reconciliations for audit and control purposes.
- Conduct periodic audits to ensure accuracy and efficiency of finance and accounting systems.
- Oversee and approve annual calendar year-end and fiscal year-end statements for funding sources, T4 Summaries, and T4 Supplementary for all employees, and required statements for external auditors.
- Maintain an accurate inventory of capital and fixed assets, coordinating their procurement, capitalization, amortization and disposal in accordance with organization policies and thresholds.

### Facilities and Property Leadership

- Provide leadership and guidance to the Manager of Facilities, Safety, and Security, as needed.
- Ensure effective facilities management by maintaining safety, functionality, budgeting, and compliance with health and safety regulations.
- Collaborates with cross-functional teams as needed to implement sustainable, cost-effective facilities management practices, optimizing space and resources.
- Ensures the property management plan is aligned with the agency's strategic goals and compliant with legislation and advises on property acquisition and sale decisions as necessary.
- Oversee the purchasing, inventory management, and disposal of agency assets and supplies (excluding IT related equipment).
- Ensure property tax rebates are processed in a timely manner for applicable owned and leased locations.
- Oversee contracts, mortgage renewals, capital assets, and lease agreements, leasehold improvements, purchases, general maintenance and security systems.
- Ensures good working relationships with external stakeholders including landlord relationships and lease agreements.
- Support the Manager of Safety, Security, and Facilities, and the Human Resources Manager in ensuring compliance with legislative requirements such as the Occupational Health & Safety Act and *Employment Standards Act, 2000*.
- Advise on property acquisition and sale decisions when necessary.
- Ensure property tax rebates are processed in a timely manner for all property taxes for owned and leased locations.
- Identify and oversee capital and facilities grant and funding opportunities to maintain and improve CMHA SCB facilities.

### 3. Monitoring and Evaluation

- Monitor the effectiveness of department and recommend changes to the CEO.
- Identify gaps in community/agency services and recommend program changes.
- Participate in an agency wide annual and ongoing program review.
- Participate in the development and implementation of department evaluation tools.
- Ensure statistics are completed as per agency policies and directions.
- Ensure that general ledger accounts are analyzed, reconciled, and maintained.
- Monitor budgets as well as investigate and report significant variances.
- Maintain records as per agency standards and Diversity, Equity and Inclusion (DEI) practices.

### 4. Financial Performance Targets

- Responsible for achieving or exceeding set financial performance targets and goals as outlined by the program and organization.
- Advise the CEO and SLT on financial matters, including business planning, funding changes, budget management, risk assessment and addressing financial challenges. Provide financial analyses and actionable recommendations to support informed decision-making.



- Develop and execute an annual financial management plan, aligning financial activities and reporting with Board directives, the strategic plan and funder expectations. This includes preparation of the annual Community Accountability Planning Submission (CAPS), managing the financial components of the Multi-Sector Service Accountability Agreement (MSAA) and leading the preparation of budgets, program-specific quarterly financial reports and related performance evaluations to ensure accurate submissions through various provincial and federal reporting platforms in strict compliance with funder deadlines and regulatory requirements.

#### 5. Administrative and Financial

- Act as Executive Lead for Finance and Audit Committee, provide recommendations regarding strategic budget and expenditure decisions and financial/accounting policies and procedures Attend Board Meetings as requested and participate on appropriate internal and external committees as required
- Oversee petty cash funds effectively and efficiently, as per agency policies.
- Compile monthly, quarterly, and annual statistical summary reports as well as other records of agency activities in accordance with agency policies and funder guidelines.
- Actively participate on SLT as well as any other committees designated by the CEO.
- Ensure adequate insurance coverage is provided, as mandated by the policies and requirements of funders.
- Assist in the development of written proposals related to budget.
- Assist in the development, implementation, and maintenance of computer systems for financial record keeping (including MIS and CDS).
- Liaise with the CEO in the development, review, and maintenance of the agency's financial/fundraising policies and procedures.
- Participate in development, implementation, and evaluation of the Strategic Plan.
- Attend Board Meetings as requested and participate on appropriate Board Committees, i.e. Governance Committee, Finance Committee and other Ad hoc committees.
- Develop an annual Performance Management Plan that includes alignment to strategic priorities/objectives. Update quarterly and submit written reports to the CEO.

#### 6. Community Relations

- Maintain positive relationships with networks, professional organizations, and other related service providers.
- Liaise with other agencies and partners regarding Financial Services issues.
- Represent the mission, values, and philosophy of the agency in the community, including networks or meetings as requested.

#### 7. Human Resource Management

- Assist in the hiring process by directing, training, supervising, evaluating, and disciplining staff who report directly.
- Prepare and monitor work schedules.
- Provide written supervision and performance evaluations, as per agency policies.
- Ensure an effective succession plan with appropriate back-up systems.

#### 8. Professional Development

- Set annual performance and professional development goals.
- Champion knowledge development and exchange activities, in conjunction with the SLT and Learning Organization Committee to promote professional growth.
- Participate in regular meetings with supervisor.
- Attend relevant conferences, workshops, and other in-service events as approved.

#### 9. Other

- Provide staff back-up for any agency programs.
- Perform other related duties as assigned by the CEO.

#### KNOWLEDGE, SKILL AND BEHAVIOURAL COMPETENCIES REQUIRED:

- Ensure activities align with organizational quality management, health and safety, values, mission, and harm reduction philosophy.
- Understand provincial/local legislation and government policies related to departmental services.
- Competent in CMHA service provision.
- Experienced in audit processes and working with external auditors.
- Solid understanding of financial requirements for Ontario Health, Ministry of Health, Not for Profit Housing, and Revenue Canada.
- Knowledgeable in Canadian Institute of Chartered Accountants principles, GAAP, and Public Sector Accounting Standards (PSAS) financial reporting for not-for-profits.



- Exceptional communication and mathematical skills.
- Proven leadership, change management, and team-building abilities.
- Strong interpersonal skills for presenting financial information to senior leadership and customer agencies.
- Demonstrated problem-solving skills, sound judgment, and strategic decision-making.
- Ability to work independently and as part of a team.
- Excellent oral and written communication skills, with effective listening and problem-solving approaches.
- Strong time management skills to handle heavy workloads and high-risk situations.
- Ability to manage relationships with empathy, compassion, and emotional intelligence.
- Proven analytical skills for managing diverse portfolios and compiling detailed financial reports.
- Ability to establish and maintain effective working relationships with funders, colleagues, Board of Directors, staff, clients, and the public.
- Conflict resolution skills for managing team disagreements.
- Ability to remain calm and provide clear direction in high-pressure situations.
- Planning and organizational skills for budget development, monitoring, financial planning, and reporting within funder timelines.
- In-depth knowledge of relevant legislation and facilities management functions.

## **WORKPLACE REQUIREMENTS:**

### **Hours of Work**

- Thirty-five (35) hours per week.
- Attendance at special events required from time-to-time.
- Able to work within a flexible framework to respond to program needs.

### **Qualifications**

- University Degree in Commerce or Business Administration with an Accounting Major; Masters degree is an asset.
- Professional Accounting Designation (Certified Management Accountant, Chartered Professional Accountant) in good standing.
- Minimum 8 years of progressive leadership and management experience in financial management; preferably within the health care, public, or not-for-profit sectors.
- Experience in facilities and/or operational management/leadership is preferred.
- Advanced proficiency in computer applications, including Microsoft Great Plains Dynamics, Quadrant HRIS, and MS Office 365 with the ability to use and learn new technology.
- Advanced knowledge of relevant legislation and regulations, including the *Employment Standards Act, 2000*, Ontario Health and Safety Act, payroll source deductions, Ontario Employer Health Tax, Provincial Sales Tax, and Goods and Services Tax.
- Fluency in French or another second language would be an asset.
- Must have a reliable source of transportation.
- Legally entitled to work in Canada.

### **Health and Safety**

- Abide by the policies and procedures outlined by the organization.

## **MANDATORY TRAINING REQUIREMENTS:**

- Workplace Hazardous Materials Information System (WHMIS)
- Supervisor Health & Safety Awareness
- Staff Orientation
- Automated External Defibrillator (AED) Training (First Aid, CPR)
- Diversity, Equity, and Inclusion (DEI) Training
- Harm Reduction