



Job Posting

Director, Finance and IT

Employment Category: Full Time

Hours: Flexible work schedule requiring some evenings and weekends

Compensation: \$64,000 - \$85,000 annually

Placement Date: September 28, 2020 (or sooner as feasible)

Work Location: Brockville YMCA / Kingston YMCA

Our Mission:

The YMCA in Canada is dedicated to the growth of all persons in spirit, mind and body, and to their sense of responsibility to each other and to the global community.

Our Vision:

Our values are caring, honesty, respect, responsibility, and inclusiveness. These are central to our mission, guiding our behaviours, attitudes, and actions.

Nature & Scope:

The Director of Finance and IT reports directly to the CEO of the YMCA of Eastern Ontario. The Director is responsible for acting as the strategic financial partner and advisor to the CEO. The Director leads on all strategic and tactical matters as they relate to budget management, financial planning, strategic plan preparation, risk management, cost control, forecasting needs, the securing of new funding, financial reporting to funders, and is the chief financial spokesperson for the association. This position oversees the Finance Department, and IT, serves on the Executive Management Team and staffs the Finance and Audit Committees of the Board.

Responsibilities:

The successful candidate will be responsible for

- Strategic planning and management
- Financial monitoring, control and reporting
- Statutory returns, reports and filings
- Information technology and digital security
- Leadership and regional management
- Risk management, administration, assets and insurance
- Compliance with all applicable laws, regulations, licenses, permits and certificates

Qualifications & Work Requirements:

- Exhibit a commitment and passion for the mission and values of the YMCA, as well as our strategic vision, while also having the acumen and finesse to handle complex situations and multiple responsibilities, mixing long-term projects with the urgency of immediate demands.



- Possess integrity, exceptional judgment and communication skills.
- Exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships, and the capability to interact within all levels of the organization as well as with external partners.
- Minimum 10 years progressive financial and operational experience.
- University Degree in Business, Finance or Accounting, with a Professional accounting designation (CA, CMA or CPA), an asset
- Effective developer of solutions to business challenges.
- Self-motivated with excellent problem solving and analytical skills.
- Proficient skills in MS Office Suite, specifically in: Word, Excel, and PowerPoint, as well financial reporting software.
- Flexibility in adapting to the growing and changing needs of a unified organization.
- Working knowledge of Human Resource Management, Code, Standards and Regulations.
- Flexible work schedule including evenings and weekends. Ability to travel within region on regularly basis; across the province periodically.
- Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview, with results acceptable to the YMCA of Eastern Ontario.
- Current Standard First Aid and CPR certifications preferred

Executive Core Competencies:

Leadership – Demonstrates the ability to lead people toward meeting the Association’s vision, mission, and goals. Provides an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Agent for Change – Demonstrates the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Establishes an organizational vision and the ability to implement it in a continuously changing environment.

Results Focused - Demonstrates the ability to meet organizational goals and customer expectations. The capacity to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Business Acumen - Demonstrates the ability to manage human, financial, and information resources strategically. Builds and manages a workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; Manages a multi-sector workforce and a variety of work situations. Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

Building Relationships – Demonstrates the ability to build partnerships internally and with externally with government agencies, other non-profit and private sector organizations, or national organizations to achieve common goals.



Building healthy
communities

YMCA of
Eastern Ontario

Please apply, in writing, with a résumé and cover letter by August 21, 2020, to:

Name

Eric Bogstad
YMCA of Eastern Ontario
100 Wright Crescent
Kingston, Ontario K7L 4T9
Tel: 613-546-2647, ext. 224
Fax: 613-549-0654
Email: eric.bogstad@eo.ymca.ca

We appreciate your interest in a career opportunity with the YMCA of Eastern Ontario. Please note that only those selected for an interview will be contacted. Candidates invited for an interview will be required to submit three professional references.

The YMCA of Eastern Ontario is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Eastern Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association

This position has been posted internally and externally.