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| <b>Job title:</b>   | <b>Director of Finance &amp; Administration</b>                |
| <b>Reports to:</b>  | Executive Director   |
| <b>Hours:</b>       | 37.5 hours/week*   |
| <b>Supervision:</b> | Associate Manager, Office Administration                       |
| <b>Language:</b>    | English Essential (bilingualism is an asset)                   |
| <b>Salary:</b>      | \$85,000 to \$100,000, depending on experience (plus benefits) |
| <b>Location:</b>    | Ottawa   |

## About the Organization

The Elizabeth Fry Society of Ottawa is a unionized not-for-profit charitable community agency that supports and advocates for women, gender-diverse people and men impacted by the justice system. Our work is aimed at reducing harm and oppression, supporting people to overcome barriers to reintegration, and empowering them to build a life of stability and resiliency. We are a feminist organization committed to working from a human rights and anti-oppression perspective, recognizing systemic barriers that lead to marginalization. We work with trauma-informed, person-centred principles to promote a respectful, diverse and inclusive environment that promotes healing, recovery and successful reintegration.

## About the Role

Reporting to the Executive Director (ED), the Director of Finance & Administration oversees the organization's financial stewardship and operational administration. This hands-on role includes managing daily finances, budget management, funder reporting, and ensuring compliance with grants, contributions, and non-profit charity regulations. A key member of the leadership team, the Director provides regular financial reporting to the Executive Director and Board, while supervising the Associate Manager, Office Administration in their financial, administrative, and payroll tasks.

## CORE RESPONSIBILITIES

### Financial Management (85%)

- Monitor spending against funder budgets to ensure alignment with agreements; flag variances and recommend corrective actions.
- Create and submit regular financial reports and budget updates to funders, as per agreements.
- Track all funding agreements to ensure timely financial and metrics reporting to funders. Proactively follow up with managers to ensure timely information flow.
- Work closely with ED to prepare new funding proposals and advise on budget structure.
- Post day-to-day transactions including accounts receivable, month-end, and journal entries
- Review accounts payable and coding accuracy of the Associate Manager, Office Administration.
- Develop and maintain annual, departmental, project and operational budgets.
- Create and provide monthly financial statements, budget vs. actuals, forecasting and variance analysis.
- Liaise with Chair of the Finance & Audit Committee. Prepare and present reports to the Committee and the Board of Directors.
- Closely monitor cash flow and ensure timely billings and revenue collections.
- Review, approve, and release of payments (EFTs, cheques), alongside ED.
- Complete month-end in a timely manner and maintain supporting documentation.
- Calculate and post revenue accruals and deferrals and maintain supporting calculations.
- Prepare monthly bank and credit card reconciliations.



- Oversee petty cash and ensure sound accountability procedures.
- Optimize and simplify allocation of the organization's overhead and administration costs across various funders. Develop and implement salary & benefit allocations.
- Prepare EHT, GST/HST, and T3010 charitable return. Create and track donation receipts.
- Develop and monitor investment policy, liaising with portfolio manager to ensure compliance.
- Maintain positive relationships with funders and donors.
- Maintain banking relationships and ensure optimal banking set up. Administer and monitor corporate credit card usage.
- Prepare all information required for the annual audit and any project audits, including preparing all lead sheets and ensuring all advance information is ready for the audit period. Liaise with auditors.
- Automate and digitize all finance and administration processes, moving to paperless environment.
- Work with consultant to ensure successful implementation and migration to a new accounting system
- Develop and implement financial and administrative policies and procedures.

#### **Payroll & Benefits (10%)**

- Review and approve bi-weekly payroll. Review payroll related spreadsheets and calculations.
- Liaise with benefit and RRSP providers/broker and negotiate renewals.
- Ensure compliance and timely submission of WSIB and Union Dues reports.
- Collaborate with ED on organizational staffing needs, salaries & benefits budgets.
- Stay abreast of best practices and make recommendations to ED.

#### **Operations (5%)**

- Oversee relationships with cleaners, maintenance staff, and contractors.
- Develop and manage IT strategy, including system implementations or conversions.
- Negotiate vendor contracts, office and equipment leases, and capital asset purchases; track and maintain IT assets.
- Collaborate with the ED to identify and mitigate risks, report to the Finance Committee and Board.
- Ensure adequate insurance coverage in coordination with the insurance broker.
- Support operational, financial, and resource aspects of various projects.
- Perform other duties as assigned by the ED.

#### **Personnel Management**

- Direct the work of the Associate Manager, Office Administration in their financial & administrative responsibilities. Administer performance evaluation.

### **QUALIFICATIONS**

#### **Education**

- University degree or College diploma in Accounting
- Chartered Public Accountant designation required (CA, CMA, CGA)

#### **Experience**

- 5-7 years of progressive management experience in a similar non-profit charity environment
- Extensive experience with managing multiple overlapping grants and contributions.
- Strong familiarity with non-profit and charity reporting requirements and standards
- Experience administering payroll, especially in a unionized environment.
- Experience creating and presenting financial reports to management and board of directors.



- Extensive experience with creating and managing budgets, forecasts, and internal controls.
- Operational expertise with Sage 50.
- Advanced proficiency in Excel.
- Experience with XLGL is an asset.
- Working experience with Ceridian Dayforce.

**Skills & Attributes**

- Proactive self-starter and independent problem solver with big-picture thinking.
- Sound planning, prioritization, and time management skills are essential.
- Ability to prioritize effectively and execute to meet internal and external deadlines.
- Effective attention to detail and a high degree of accuracy.
- Excellent verbal and written communication skills.
- Able to build and maintain enduring working relationships with funders.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- High level of integrity, confidentiality, and tact.
- Compassion and understanding of women and gender-diverse people living with the impacts of criminalization, abuse, homelessness, poverty, trauma, addictions, and mental illness.

**OTHER REQUIREMENTS**

- Successful completion of a Criminal Records Check.

**Working Conditions**

- \*Some work on evenings or weekends is required to meet deadlines.
- Manual dexterity is required to use desktop computer and peripherals.

**Apply by December 16, 2024**

Please send a **résumé** and a **cover letter** to the Executive Director at [careers@efryottawa.com](mailto:careers@efryottawa.com)