



**Canadian Mental
Health Association**
Windsor-Essex County

Community wellbeing is our sole focus.

INTERNAL/EXTERNAL POSTING

DIRECTOR OF FINANCE NON-BARGAINING UNIT POSITION

ONE (1) PERMANENT FULL-TIME POSITION LOCATION: WINDSOR OFFICE

The incumbent will provide leadership, direction and support to the Finance and the Quality and Performance team in accordance with the organization's strategic directions. Responsible for the stewardship of the Agency's funds and assets ensuring due regard for economy, efficiency, and risk management and for the collaboration with other members of the executive team in the achievement of value for money in Agency services and operations.

Responsibilities:

Provision of strategic / technical advice for the corporate management of all areas of Finance, Payroll and Finance Information Services for CMHA Windsor Essex, and/or through reporting of staff including but not limited to:

- Ensuring that all financial activities of the Branch meet legislative requirements, Board policies and directions, funding body criteria and professional standards.
- Responsibility for completion of all monthly, quarterly and annual reporting schedules and remittances for a broad range of government bodies and agencies that represent different and multiple disciplines.
- Establishing appropriate financial management and forecasting systems, procedures and key practices to ensure financial management accountability in accordance with standards of accounting practice for not-for-profits.
- Providing advice, guidance and support to Management in development of budget data and projections, providing necessary data on their unit operations and ensuring information is submitted in the proper format.
- Under the supervision and subject to final approval of the CEO, compiles Branch budgets in conjunction with Directors and Managers of each unit.
- Coordinating budget, revisions and approvals and monitoring processes, ensuring that they are provided in a timely manner to the CEO, Board and funding sources.

Finance Planning, Policy Development and Quality Plans

- Participation in the accreditation renewal process every three years.
- Providing leadership for the accreditation process for own respective area as well as participation in the overall agency leadership for the accreditation process.
- Participation in strategic planning for the development of the strategic direction and implementation of the operational plan.
- Development of quality indicators, scorecards and remedial plans where required.
- Practice leadership by demonstrating continuous quality improvement, including monitoring, analysing financial trends, and developing and implementing remedies.

Departmental Management

- Manages direct reports including but not limited to delegation of work, daily supervision, managing performance, coaching, and conducting performance appraisals.



- Ensuring the development of staff through effective delegation of responsibilities, training and coaching and timely performance management.
- Coaches and mentors staff based on the code of conduct, strategic directives, ethics, values and management limitations developed by the organization.
- Ensuring that all activities are carried out according to legislated, recognized professional and provincial health reporting standards and agency policies.
- Ensuring that there are adequate processes and systems in place to collect financial, statistical and clinical data to the extent needed so the Branch is able to make well informed decisions and to meet the reporting requirements as required by funders, legislation and to meet professional standards.
- Develop departmental goals that align with the agency's strategic plan including establishing timelines, developing targets, assigning project objectives and measuring performance against targets and timelines.

Serves as the staff resource to the CEO, Board and the Finance, Audit and Risk (FAR) Committee to provide information and reports for informed decision making.

- Advise the CEO and Board on Branch operations, developing and presenting reports, statistical data, financial operations and recommendations to support the Board in its fiduciary role.
- In collaboration with the CEO prepares reports for the Board of Director's meeting ensuring that significant information and recommended motions are provided to the Board of Directors for consideration and approval.

Provides administrative leadership and risk management.

- Participating as a member of the Executive Management Team, providing input on critical issues, participating in decision making affecting the entire Branch, formulating Branch stances on vital issues, developing draft policies for submission to the CEO.
- Initiating and implementing innovative financial, administrative, and data systems and procedures to respond to Branch needs, seeking appropriate consultation and approvals.

Education and Skills:

- Business Degree Majoring in Accounting or Finance combined with a post graduate degree in a related field or a professional designation in a related field or equivalent.
- Seven (7) years of recent and relevant experience in a financial management position working at the senior management level.
- Experience in non-profit or the public sector and in a unionized environment will be considered an asset.
- Knowledge of financial management and accounting, human resource management, employment standards, labour legislation, computer applications and knowledge of computerized systems supporting finance, payroll and clinical data collection.
- Ability to make decisions quickly on available information and take action;
- Strong written and verbal communication skills, planning, leadership, interpersonal, negotiating, direction, motivation, organizing and decision making;
- Bilingualism in both official languages is an asset for all agency positions.

Hours of Work: 35 hours/week. The agency's regular hours of operation are 8:30am to 4:30pm, Monday-Friday. Flexibility is required to meet service needs.



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Compensation within the range will be based on the experience of the incumbent. Includes a competitive and comprehensive benefit, Healthcare of Ontario Pension Plan (HOOPP), vacation and sick leave package.

Please forward your cover letter and resume clearly stating how your skills and experience meet the position requirements, quoting posting reference **CMHA #49-2023** to careers@cmha-wecb.on.ca.

Posting close date: November 24, 2023 at 4:30pm

CMHA strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with CMHA.