



EFRY Hope and Help for Women

Dedicated leader providing hope and help to women and girls at risk

EFRY Hope and Help for Women empowers women and girls through a trauma-informed, inclusive, and gender responsive lens. Our client-focused approach strengthens emotional, cultural and social well-being through prevention, support, reintegration, and advocacy.

Director of Finance

Are you a CPA who is passionate about giving back to the community? Is it your dream to work in a local not-for-profit where you can utilize your accounting knowledge and experience? Your dream job might be just around the corner! We are an established not-for-profit agency that provides valuable services to the local community. Due to growth, we are hiring for a Director of Finance & Administration to lead our finance team.

Reporting directly to the Executive Director, the Director of Finance and Administration is responsible for the oversight of the Finance Department including establishing and maintaining financial processes. The Director of Finance and Administration is responsible for the development of annual budgets and the preparation of the audit ready financial statements in accordance with not-for-profit GAAP accounting standards. They must demonstrate results oriented financial and operational strategies that support and enhance current operations while considering how decisions will affect organizational sustainability.

Areas of Responsibility:

- Provides leadership and mentoring for Finance Department staff to ensure efficiency in the daily operations of the Finance department and administrative function.
- Develops, implements, and maintains sound accounting policies and procedures. Ensures accurate and timely financial statements are prepared in accordance with contract agreements with funders needs.
- Prepares and presents financial and operational reports for annual audits, the Senior Leadership Team, liaises with the Board of Directors and the Boards' Committees and external auditors.
- Ensures strong levels of internal control to achieve maximum financial and data integrity, establishes guidelines for budget and forecast preparation and prepares the annual budget in consultation with the Executive Director.
- Acts as the primary administration contact for auditors and ensures their information needs are met. Assists the Executive Director with financial reporting as required at Board meetings and auditors.
- Develops and maintains timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP) and consistent with Board of Directors and Executive Director approval.
- Ensures monthly reconciliations of all GL accounts and bank statements are completed and reviewed prior to final distribution of financial statements. Manages the cash flow and prepares cash flow forecasts in accordance with policies and procedures.
- Ensure all statutory requirements of the organization are met including Withholding Payments (CPP, EI) and appropriate taxes. Undertakes year-end processes, including the preparation for year-end reconciliations.
- Develops and implements policies and procedures to ensure that financial information is secure and stored in compliance with current legislation.
- Ensures that the organization's insurance (Director and Officer/Errors and Omissions, General Liability, Property Insurance, and others as required) is up to date on all statutory remittances.
- Overall approval of payroll transmission by the payroll administrator
- Manages the acquisition of capital assets and ensures that assets are properly recorded, amortized and disposed of as appropriate.

Successful candidates will have:

- A degree and/or diploma from a University or College completion of professional accounting designation (CA, CMA or CGA) together with a minimum of five years of progressive financial experience in non-profit or private sector environment preferably.
- Minimum 5 to 10 years of management experience, accounting and GAAP for non-profit/private organizations, government or reliable industry.
- Approaches business with an entrepreneurial mindset and effectively articulates vision and engage and influence a wide range of stakeholders.
- Superior communication skills and demonstrated ability to influence at all organization levels, building mutually beneficial relationships in the process.
- Extensive change management experience and a fast-paced culture to demonstrate approaches in enhancing and improving organizational culture.
- Takes initiative beyond the established scope of responsibilities, prioritizes process improvement, and generates accurate and on-time work-product.
- A clear Vulnerable Sector Screening (VSS) – criminal background check
- Full vaccination against COVID-19 (at least 2 doses) and able to provide proof

How to Apply:

All candidates please submit your resume and cover letter to HR@Efryhope.com no later than April 19th 2024 5:00pm

We thank all applicants for their interest in the EFRY Hope and Help for Women however, only qualified candidates selected for interviews will be contacted.

Please note that the selected candidate will be required to submit a Vulnerable Sector Search, prior to the commencement of the position.

Accessible Hiring Practices:

At EFRY Hope and Help for Women, we are committed to developing an inclusive workplace to better serve our communities. We believe that it is paramount to create space where all folks have the opportunity to actualize their professional capacity, build strong relationships, celebrate diversity, collaborate with one another, and find success. We encourage candidates from diverse backgrounds, including those who may need accommodation, to apply to join our team.

Upon request, accommodation for applications with disabilities is available. If you are applying for this position and require accommodation, please indicate this in your cover letter and we will work with you to meet your needs.