



**Regina  
Humane  
Society**

## **Director of Finance and Administration POSITION DESCRIPTION**

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<b>Position:</b> Director of Finance and Administration	<b>Position Type:</b> Part-Time, 25 to 32 hrs/week
<b>Department:</b> Corporate	<b>Status:</b> Permanent
<b>Reports To:</b> Executive Director	<b>Wage/Benefits:</b> Leadership Salary Grid

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### **POSITION SUMMARY**

The Director of Finance and Administration is accountable for leading the finance and administration functions in support of the mission, vision, and values of the Regina Humane Society (RHS). In compliance with accounting legislation and regulations, the incumbent is responsible to develop, monitor, and improve processes and procedures relating to accounting and administrative systems. These responsibilities primarily include managing the end-to-end financial accounting process (including forecasting, budgeting, payables/receivables, cash flow, banking, financial analysis and reporting), compliance, controls and the audit function. As a trusted advisor to the Board of Directors and leadership team, the Director of Finance and Administration attends Audit and Finance and Board meetings and provides financial reports and related information.

### **PRIMARY RESPONSIBILITIES & ACCOUNTABILITIES**

#### **1. Finance and Administration**

- Participates in the corporate strategic planning process; leads the development of short and long-term operational business plans and timelines; identifies and mitigates risk; identifies resource and budget requirements; establishes key performance measures; shares information with team members as appropriate; reports on results.
- Establishes and/or improves upon internal financial management systems, controls, policies, and procedures in accordance to the budget, strategic initiatives, legislation, regulations, and audit standards.
- Communicates new or changed information as appropriate.
- Directs and coordinates all initiatives associated with the Organization's financial, budget processes, and related activities.
- Leads the annual capital and operating budget process in accordance with corporate strategic and operational plans, funding availability, inflation, and other key variables.

## **1. Finance and Administration** *(continued)*

- Assists colleagues with forecasting and planning budget requirements, and analyzing and reporting on variances.
- Oversees the accounts payable and accounts receivable functions to ensure information is coded, and other related accounting procedures (i.e. general ledgers, journal vouchers, etc.) are completed in an efficient and effective manner.
- Regularly monitors all financial data, statements, and related performance indicators.
- Prepares monthly and year-end financial statements and reports for the leadership team, Audit and Finance Committee, Board of Directors, and externally contracted accounting firms.
- Identifies risk and issues that may interfere with the Organization's financial objectives and operations, and putting forward recommendations as appropriate.
- Manages the banking, reconciliation, and cash flow management processes.
- Liaises with funding sources to ensure monthly, quarterly, and annual financial agreements are correctly developed and administered.
- Ensures compliance and regulatory filings are completed in a timely, accurate manner.
- Ensures all insurance and liability coverages are established and/or maintained (i.e. coverage for fire, liability, theft, workers' compensation, etc.), and negotiating premium rates as appropriate.
- Oversees the payroll and benefits functions, ensuring employee information and details are transmitted to ADP to correctly process payroll.
- Develops accounting policies and processes, and communicating and ensuring understanding by all employees.
- Keeps current on new and emerging financial accounting information, regulations, and controls.
- Develops and/or updates processes and policies and communicating as appropriate.
- Prepares documents and information for audit purposes, and working with the auditors to ensure appropriate processes and controls are in place and/or improves processes as required.
- Identifies goods and services needs based on customer demand.
- Monitors suppliers and service providers to ensure pricing and service outcomes meet standards expected.
- Oversees the selection, administration, and maintenance of office equipment agreements, software and hardware contracts, and other contractual arrangements to ensure deliverables meet agreed upon terms and conditions.
- Directs and/or participates in special projects as assigned by the Executive Director.

## **2. Human Resources**

- Models and supports a culture of teamwork, care, compassion, integrity, professionalism, and customer service in accordance with the values of the Organization.
- Ensures that, as an ongoing philosophy of the RHS, that animal welfare and public education are considered a priority.
- Hires, develops, and manages the performance of direct reports.
- Oversees all human resource processes relating to all positions and employees in areas of responsibility, including training requirements and the job assessment process.

- Provides relevant and timely feedback and recognition to employees in area of responsibility.

**2. Human Resources** *(continued)*

- Provides ongoing communication of relevant organizational information, as well as new or changed policies, processes, and procedural requirements.
- Ensures compliance from the staff complement.
- Manages employee grievances, and works to resolve issues in a responsive and timely manner.

**3. Stakeholder Relations**

- Responds to customer complaints and/or assists customer service representatives with difficult customer-related issues.
- Resolves issues in a timely manner and works to ensure outcomes result in customer satisfaction.
- Ensures the public receives accurate and credible financial information about Shelter operations.
- Acts as an ambassador and advocate of the RHS and its role in the community.

**4. Additional responsibilities as required.**

**QUALIFICATIONS**

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***Education***

- A professional accounting designation from a recognized learning institution.
- Comprehensive knowledge of financial accounting principles, processes, and related reporting practices, internal controls and audit requirements in accordance with the Canadian accounting standards for Non-Profit Organizations.
- Applied knowledge of laws and regulations relating to the accounting function (i.e. taxation laws).
- Knowledge, understanding, and appreciation of the RHS, its role in the community, and animal welfare.

***Certifications/Licenses***

- CPA

***Experience***

- Demonstrated progressive and successful financial management leadership experience.
- Leading diverse teams and a unionized staff complement.
- Financial experience working within a community-based, not-for-profit organization is an asset.

***Skills***

- Business Acumen

**Skills** (continued)

- ~ Highly organized and results-focused leader, who is committed to process improvement and quality outcomes;
  - ~ Establishes plans and priorities;
  - ~ Communicates goals with employees;
  - ~ Ensures required resources and controls are in place to achieve objectives;
  - ~ Measures outcomes and achieves results.
- Financial Leadership
    - ~ Effectively manages all financial systems and controls within the Organization;
    - ~ Keeps current on all new and emerging financial information on behalf of the Organization;
    - ~ Detail and deadline oriented.
  - Team Leadership
    - ~ Is an authentic leader;
    - ~ Invites input from others who have alternative perspectives;
    - ~ Fair-minded;
    - ~ A champion of employee well-being;
    - ~ Supporter of diversity, inclusion, and collaboration;
    - ~ A coach that empowers and engages people.
  - Management
    - ~ Hires, develops, and retains a competent staff complement;
    - ~ Identifies and provides training needs of employees;
    - ~ Effectively manages in a unionized environment.
  - Interpersonal Acumen
    - ~ Is approachable, and can interact with a wide range of individuals, of all ages, with varying needs;
    - ~ Listens well and has a friendly demeanor;
    - ~ Demonstrates empathy, tact, diplomacy, and discretion;
    - ~ Mediates disputes and manages stressful or difficult situations and conflict calmly and professionally;
    - ~ Understands underlying behaviors and emotions and responds appropriately.
  - Communication
    - ~ Ensures employees are kept current with respect to Organization information, policies, processes, and procedures.
  - Influence
    - ~ Is a passionate advocate of animal welfare;

- ~ Uses persuasion, facts, data, and opportunity to advocate and market the Organization's mission, vision, and values.

**Skills** *(continued)*

- **Adaptability**
  - ~ Manages change effectively;
  - ~ Can switch gears and handle multiple priorities at once;
  - ~ Manage frequent interruptions;
  - ~ Can manage stress effectively.
- **Problem-Solving**
  - ~ Conceptualizes potential issues and their implications;
  - ~ Demonstrates timely and effective analysis and problem-solving;
  - ~ Has excellent judgment and reasoning;
  - ~ Has the self-confidence to make independent decisions based on information at hand.
- **Technology Proficiency**
  - ~ Computer competence using MS Office and other software including computerized financial systems (i.e. Simply Accounting, customized online banking services like RBC Express, payroll systems, etc.);
  - ~ Ability to learn internal systems, databases, and other technologies as required.

**Values**

Consistently demonstrates the values of the Regina Humane Society, including:

- **Leadership**
  - ~ Models the Organization's values;
  - ~ Demonstrates initiative and self-motivation;
  - ~ Accomplishes results;
  - ~ Works to contribute and continuously improve upon processes.
- **Professionalism**
  - ~ Acts as an ambassador for the RHS;
  - ~ Maintains confidentiality and privacy of information.
- **Compassion and Care**
  - ~ Committed to RHS's vision and mission for animals and people.
- **Integrity and Honesty**
  - ~ Highly ethical with a demonstrated commitment of adherence to the Association of Fundraising

Professionals Code of Ethical Standards, and the Donor Bill of Rights;

- ~ Open and honest in their approach to work;
- ~ Reliable and trustworthy.

***Working Conditions & Effort***

- Attending meetings or events that are outside of normal business hours (average once per month).
- Sitting and standing for extended periods of time (50% daily).
- Exposure to computer hardware and peripherals (80% daily).
- Concentration to perform detailed work that can involve significant attention and thought (50% daily).
- Finger dexterity (70% daily) .
- Distractions and interruptions (20% daily).

***Additional Notes***

- Clear Criminal Record Check and Vulnerable Sector Check.
- Verification of education on file.
- Excellent work attendance and punctuality.
- Adherence to the RHS Code of Conduct and Ethics, including a signed agreement
- Adherence to the RHS Confidentiality Agreement, including a signed agreement.
- Funding for development and professional fees to be provided.