



# Garth Homer

## SOCIETY

Position Title: **Director of Finance and Administration**  
Accountable to: **Chief Executive Officer**  
Terms: **Permanent Full Time**

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### **Job Description:**

The Garth Homer Society (GHS) is a charitable organization that provides community inclusion, geriatric, learning, employment, and residential services to adults with developmental disabilities and others with lifelong cognitive and complex impairments. Located in Victoria, BC, GHS is engaged in an exciting and innovative strategy of service expansion and diversification, including the development of a striking new day services and residential facility as part of the Nigel Valley Project, currently one of the largest neighbourhood social development initiatives in Canada. We are looking for a smart, skilled, energetic financial professional to join our senior management team. Reporting jointly to the Chief Executive Officer and to the Executive Director, Services and Operations, the Director of Finance and Administration is responsible for all financial and administrative functions, including budget development and monitoring, financial reporting, payroll, employee benefits, and compliance.

### **Responsibilities**

- Assist with the development of short-term and long-term strategic planning in collaboration with the management team, including the preparation of financial budgets.
- Guide budget implementation, including the preparation of financial statements, estimates, summaries, analyses, and reports, and the application of appropriate and sound accounting processes.
- Develop and implement financial administration and control policies, standards, procedures, practices and systems consistent with Board and CEO approved directives; ensure compliance with standards required by legislation, external regulations and other codes of conduct.
- Provide oversight and staff supervision for payroll, accounting, purchasing, budgeting, and reporting functions.
- Provide overall financial controls and general administrative support for both general operations and capital projects.
- Assist with fund raising coordination and financial management, including charitable receipting and compliance with CRA regulations.
- Work as required with the Executive Director, Services and Operations to provide oversight of facility management and of human resource functions.
- Provide effective and timely administrative support services to employees.
- Work with the management team to ensure that the organization takes decisions and delivers actions that are in compliance with inclusive values, accreditation standards, safety and security standards, contractual obligations, and all other accountability requirements.

### **Desirable Qualifications**

- Minimum five years of progressive experience in financial management, business, public administration or related area with reporting experience directly to a senior management team.
- Professional accounting designation or equivalent experience (CPA, CA, CGA, CMA).
- Demonstrated experience in finance and accounting, including budget development, financial planning and controls.
- Proven ability to identify new opportunities and upcoming challenges, and to identify appropriate responses to them.
- Strong analytic, business, and people skills.
- Strong leadership and staff development skills.
- Demonstrated experience with personnel systems.
- Demonstrated ability to facilitate and work in a collaborative team environment.
- Strong time and project management skills.
- Excellent facilitation and interpersonal skills; strong, communication skills; ability to work effectively with businesses, government bodies, and other service agencies.
- Strong information technology experience, including accounting software systems (Adagio preferred) and Microsoft Office with advanced Excel skills.
- A good sense of humour, entrepreneurial spirit, equanimity, and a high degree of tolerance for uncertainty.

### **To Apply:**

Please direct your cover letter, explaining your interest in and qualifications for this role, and your up-to-date resume to [careers@garthhomersociety.org](mailto:careers@garthhomersociety.org). Please cite DFA in your subject line.

We thank all applicants, however, only those shortlisted will be contacted.

This posting will remain open until April 5, 2018