



August 27, 2024
Job Posting #1104

Permanent Full-Time Chief Financial Officer (CFO)

The York Region Children's Aid Society (YRCAS) is a non-profit community organization legally mandated to ensure the well-being, best interests and protection of children and youth from abuse and neglect. As a leader within the child welfare sector, we partner with parents, caregivers, and community to provide a safe environment for children and youth, through equitable, culturally aligned services.

Comprised of interdisciplinary teams of diverse professionals who push boundaries in support of family centered care, we engage with children and families for a stronger, healthier community within the York Region.

YRCAS is fully committed to a culture of belonging and an inclusive environment that encourages every team member to lead within their role, generate innovative ideas that reinforce our mission and goal to create a healthy workplace and community where children youth and family well-being is prioritized.

To support us on our journey, YRCAS is seeking a person with inclusive leadership and entrepreneurship skills to join our executive management team. This position will guide the strategic vision and operational deliverables of the **Chief Financial Officer** to continue to strengthen our agency's financial and operational sustainability efforts related to the child welfare mandate.

We are seeking a visionary leader with a track-record of managing high performing teams in the fields of Finance, Payroll, Information Technology and Facilities. The successful incumbent's empowering leadership and mentorship skills will motivate a team to achieve results while also fostering collaboration, innovation, financial risk management and sustainability.

Why Work for Us?

- ❖ Hybrid working model (working virtual and in person)
- ❖ Casual dress code
- ❖ Employer paid Group Insurance and Health & Dental Benefit
- ❖ Four (4) Weeks of Vacation accrued per calendar year
- ❖ Five (5) float days per calendar year
- ❖ One day off every three (3) weeks during Winter months

Offices

Main Office:
16915 Leslie Street
(Kennedy Place)
Newmarket, ON
L3Y 9A1

Vaughan Office:
3901 Highway 7 West,
Suite 202
Woodbridge, ON
L4L 8L5

- ❖ Shortened Summer hours
- ❖ OMERS Pension, with employer and employee sharing premiums equally
- ❖ Mileage Reimbursement
- ❖ Enhanced Wellness Initiatives with Virtual Fitness Classes

SUMMARY OF DUTIES & RESPONSIBILITIES

Reporting to the Chief Executive Officer (CEO) and a key member of the Senior Leadership Team (SLT) the successful incumbent will lead both the Finance and Corporate Services functions of the organization and provide both operational and program support to the Society.

The **Chief Financial Officer** is responsible for the financial planning, budgeting, forecasting, reporting and controllership of the Society's financial resources. This includes Society's accounting, payroll processing, auditing and risk. In addition, this position oversees the Society's information and telecommunication technology, property and facilities management and shared services functions.

This visionary leader will also be responsible to strategically design, integrate and unify a variety of shared service opportunities the Society can offer to external stakeholders and identified community-based partners utilizing deliberate entrepreneurship approaches to broaden sustainable service-based opportunities and program funding initiatives for the Society.

NATURE OF POSITION:

Finance Accounting & Payroll:

Provide strategic direction to the Finance, Accounting and Payroll teams, ensuring they have the resources and support needed to excel. Specifically, provide leadership and support to the teams as they work to:

- Formulate corporate tools, policies on accounting, cost control, and systems to support critical financial and operational information for senior leadership and decision making,
- Develop the annual financial planning process and maintain the annual operational budgets and assesses agency performance against both the annual budget and the Society's long-term strategic plan,
- Interpret government guidelines for budget preparation and fiscal reporting to the Ministry, direct the preparation of period and annual financial reports required by statute, by the Board of Directors, by the Ministry and/or other the stakeholder, approving all statements and reports prior to submission, analyze and make recommendations regarding strategies and tactical plans for management of the Society's operating budgets,
- Engage the SLT, the Finance Committee of the Board (and other board committees) around issues, trends, and changes in the funding model(s), provincial activities, and operational impacts,
- Advise and assist the CEO and other members of the SLT in the application of business procedures with respect to the control of costs and expenditures and to draw attention to material deviations of actual expenditures from approved budget and any extraordinary specific financial activity,
- Administer all aspects of special funds privately held by the Society, including communications with external sources.
- Oversee payroll to ensure bi-weekly payroll process, annual and year-end statutory reporting requirements.

- Ensure processes and practices are in place for the accuracy and completion of payroll payment to all staff in accordance with the collective agreement and employment standards.

Information and Telecommunication Technology:

Oversee the Information Technology Team and specifically:

- Lead the planning and implementation of information systems to support operations and achieve more effective and cost beneficial enterprise-wide Information Services operations. This includes the purchase/leasing of equipment, software, network services, printers, and other needed equipment.
- Ensure protocols and practices are in place to safeguard and secure technology access including advice on system's design and cybersecurity measures.
- Maintain a broad knowledge of the system activities and challenges within Information Services and provides support to those activities.

Property and Facilities Management

Provide strategic direction to the facilities team, ensuring they have the resources and support needed to excel. Specifically, provide leadership to:

- Arrange for appropriate property/ building maintenance, repairs, and applicable renovations.
- Negotiating/reviewing mortgage requirements, new leases, or lease renewals in line with the Society's long-term plan.
- Appropriately maintain security requirements of the premises as well as ensure compliance to building code requirements.

Society Shared Services:

To provide strategic direction to:

- Design, integrate and unify a variety of shared service opportunities the Society can offer to external stakeholders and identified community-based partners
- In collaboration with (SLT) Develop and implement service level agreements with identified key external stakeholders and community partners with the goal to provide operational resource support such as payroll, accounting, legal, human resources and data analytic service offerings to enhance program funding initiatives for the Society.

Other:

- To oversee other functions and/or projects that may be assigned that support the Society's long-term plan.

REQUIRED KNOWLEDGE

- Professional knowledge of Finance, Accounting, Payroll, I.T, Facilities and Procurement practices
- Fundamental understanding of shared services strategies and practices.
- Extensive problem-solving skills and abilities within the finance and corporate services environment regarding multi-faceted issues on a wide range of public sector funding challenges and opportunities
- Proficient in contract negotiating and strategies.

- Effective written and verbal communications, including the ability to maintain professional communications in difficult circumstances.
- Excellent critical thinking, decision-making and time management skills.
- Listening skills with the ability to discern non-verbal communication cues.
- Able to work to deadlines and respond effectively to frequently changing deadlines.
- The ability to effectively support and inspire a diverse team of professionals.
- Ability to forecast, develop and manage budgets and track expenditures.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Experience in the child welfare sector is considered a plus.
- Bilingualism preferred.

QUALIFICATIONS

Education and Experience

- Successful completion of a bachelor's degree in a related field from an accredited educational institution coupled with a professional accounting designation that is in good standing as recognized within the province of Ontario.
- A minimum of ten (10) years of related experience, preferably within a related broader public sector not for profit/ Human Services field with demonstrated experience leading interdisciplinary high performing and diverse teams within a unionized environment.
- Demonstrated experience in labor relations, collective bargaining and procurement procedures in various not for profit complex unionized environments where multi-faceted stakeholder considerations for decision making is required.
- A combination of recent and relevant education and/or experience combined with a relevant professional designation will be considered.

PAY GRADE: Non-Union- Pay Grade 11 (\$145,487.30 to \$184,884.84)

HOURS OF WORK 33.75 hours per week

Candidates who meet the qualifications are welcome to apply by no later than **Tuesday September 24, 2024**

Internal Applicants: Please apply for this opportunity using your Agency ADP account.

External Applicants Apply Here:

Kelly Cline, Executive Search Consultant, Feldman Daxon Partners
45 St. Clair Avenue West, Suite 700, Toronto, ON M4V 1K9
Tel: 416-515-3323 | Email: kcline@feldmandaxon.com

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Employment at York Region Children's Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, a class "G" driver's license with daily access to an insured vehicle, and proof of COVID-19 vaccination (2 doses required), as per YRCAS' Mandatory COVID-19 policy.

York CAS cares about the health and safety of their employees and closely follows the Public Health Guidelines and Recommendations. The mandatory vaccination requirement as it relates to employment is currently suspended. Should the mandatory vaccination requirement be reinstated, the successful candidate will be required to comply with YRCAS' Mandatory COVID-19 policy (providing proof of COVID-19 vaccination-2 doses required).

Anti-Oppression/Anti-Racism at York Region Children's Aid Society

YRCAS is committed to having a workforce that is reflective of the diversity of York Region and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Diversity, Equity & Inclusion

York Region Children's Aid Society is committed to employment equity, diversity and inclusion in the workplace, and fostering equity, diversity and inclusion in recruitment practices is a key aspect of the search process. The current posting is in search of candidates who identified from the following equity seeking groups; women, racialized persons/persons of colour, Indigenous Peoples, persons with disabilities, and persons of the 2SLGBTQ+ community. If you are of the aforementioned identities, and feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Accommodation at YRCAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process, which will enable you to be assessed in a fair and equitable manner.

Children at the heart of all that we do!

