

Director, Finance & Administration

The United Way of KFLA is looking for the following **Full-Time Permanent** position to join the management team, working with an amazing staff team in a dynamic, growing environment.

Reporting to the VP Corporate Services, the Director, Finance & Administration will be responsible for financial reporting, human resources, information technology, facilities management, systems review and planning, and overseeing the implementation of processes in accordance with established policies and procedures.

United Way KFL&A is looking for:

- A post-secondary degree from a recognized institution in Business, an accounting designation or equivalent education and experience
- A minimum of five (5) years or more recent experience at a senior management level in a complex organization
- Experience with project management, financial reporting, budget preparation and monitoring
- Experience with information technology and knowledge of systems analysis and development
- Experience with human resources and developing talent
- Sound computer skills, expertise with spreadsheets, word processing, database and accounting software
- Leadership, management, coaching and mentoring skills
- High level of integrity, maturity, judgment, and discretion in dealing with confidential, sensitive matters
- Access to adequate transportation is essential

To learn more about the role, please visit www.unitedwaykfla.ca/careers

Please send resume and cover letter as one document in .pdf, .doc. or .docx format to: hrprojects@unitedwaykfla.ca. Please indicate 'Director, Finance & Administration' in the subject line

All applications are due by **January 31, 2022 at 4:00 PM** (or until filled).

Salary Range: \$61,507 to \$76,883 (Level 5)

This position works in-person at the United Way office at 417 Bagot Street, Kingston ON

The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society. Should you require accommodation to participate in the selection process, please contact John DiPaolo (jdipaolo@unitedwaykfla.ca).