

United Way Kingston, Frontenac, Lennox & Addington
JOB DESCRIPTION

Job Title:	Director, Finance & Administration		
Reporting to:	Vice President, Corporate Services		
Job Classification	Level 5: Director Range: \$61,507 - \$76,883		
Department:	Corporate Services		
Creation Date:	Apr 2010	Revision Date:	Dec 2021

SUMMARY

Reporting to the Vice President, Corporate Services and working closely with the staff team, the Director, Finance & Administration (DFA) is responsible for the administration/operations, developing and implementing work plans and initiatives in accordance with the strategic direction of the organization. The DFA will ensure that the department operates with optimal efficiency and effectiveness.

Areas of responsibility include Financial Services, Human Resources, Information Technology, facilities management, systems review and planning, managing processes in accordance with established policies and procedures, identifying and developing opportunities for efficiency and effectiveness.

As a member of the Management team, under the direction of the Vice President, Corporate Services and the President/CEO, this individual will also participate in strategic initiatives, planning and development of strategies and tactics for the United Way of KFL&A.

DUTIES & RESPONSIBILITIES

Finance (40%)

- Manage the financial operations of the organization, providing regular and frequent updates and information to Vice President, Corporate Services (VPCS)
- Provide support to the Finance/Audit committee including recommendations for agenda items, development of reports and quarterly updates
- Develop annual budget and monitor budget, including providing VPCS and CEO with monthly variance reports, forecast and implement revised action plans based on these reports
- Maintain accounting system in accordance with internal systems and appropriate legislation, including filing of government reports and schedules
- Create and maintain benchmarking indicators related to financial planning and disbursement
- Lead periodic re-design of financial statement and enhancement of financial systems to maximize efficiency and effectiveness

- Manage the audit process, ensuring timely reporting and flow of information to and from auditors
- Develop financial controls and ensure implementation of procedures
- Oversee the accounting processes including accounts payable, accounts receivable, general ledger, cash flow, investments and donor designations
- Provide direction and expertise in non-profit accounting practices, ensuring that financial information is recorded in accordance with Canadian accounting standards for not-for-profit organizations and with the United Way Transparency, Accountability, Financial Reporting (TAFR) guidelines

Information Technology (20%)

- Ensures United Way KFLA's short and long-term IT needs are met
- Anticipates and flags all risks, ensuring IT and digital security, privacy and other risks are managed proactively
- Negotiates and liaises with external IT professionals and vendors for organizational IT, digital and wireless needs
- Ensures smooth operation of IT systems, efficient and effective back-ups, cyber security, training of staff on IT related matters, etc.
- Oversees ePledge, database management, and digital engagement
- Manages the data integrity process for the United Way ensuring the accuracy of data, and the integrity of data entered into the system

Talent Management (20%)

- Develop and recommend staffing structure, including compensation structure that optimizes organizational efficiency
- Ensure staffing and volunteer resources and support for administrative aspects of the organization
- Manage the hiring, performance evaluation and development of employees in finance and administration
- Oversee employee payroll, benefits, vacation schedules, lieu time, and other compensation related matters, ensuring compliance with all legislated remittance, disbursements and reports
- Review, implement and monitor compliance with HR policy and procedures, including code of conduct, confidentiality, health and safety and other HR issues
- Work with staff team to proactively plan vacation, lieu time and holidays to ensure adequate coverage of all tasks and areas of responsibility
- Recommend to Vice President, Corporate Services an organizational development process for staff that contributes to organizational excellence and employee growth

Facilities/Operations (10%)

- Ensure efficient space and management of existing space
- Develop long term plan on accommodation requirements for all staff and sponsored employees
- Negotiate contracts, leases, agreements and insurance

- Coordinate facilities maintenance for a safe and reliable workplace in accordance with health and safety legislation
- Responsible for risk management issues related to facilities
- Oversight and maintenance of corporate wide policies, procedures, and processes (PPPs)

Other Duties (10%)

- Other duties or tasks may be assigned based on the business needs of the organization

EDUCATION AND EXPERIENCE

Education:

- Post-Secondary degree from a recognized institution in Business, an Accounting designation or equivalent education and experience

Experience:

- Five years or more recent experience at a senior management level in a complex organization
- Demonstrated commitment to the community through volunteering or working in a not-for-profit organization will be considered an asset
- 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/talent management

Skills & Abilities:

- Sound computer skills including: spreadsheets, word processing, email, database and/or accounting software
- Leadership, management, coaching and mentoring skills
- Excellent ability to successfully negotiate, convince, persuade, motivate and inspire
- Very strong people, relationship building, collaboration and team-building skills
- Extremely well-developed analytical and reasoning skills
- Ability to understand, express and apply very complex concepts and instructions of a general nature as well as complex technical/scientific/administrative concepts, methods and procedures
- Ability to use complicated formulae, tables and graphs
- Excellent written, verbal, interpersonal and communication, including public speaking, skills
- High level of integrity, maturity, judgment, and discretion in dealing with confidential, sensitive matters
- Work independently and seek support & guidance where necessary
- Ability to take initiative, prioritize conflicting demands and work within tight deadlines in a constantly evolving environment
- Proactive with ability to identify and manage risk

- Non-traditional hours are required due to deadlines or other operational issues
- Access to adequate transportation is essential

COMPLEXITY OF DECISIONS

Typical decisions include priority setting and managing workloads for the Corporate Services team, developing, monitoring and reporting on project plans and related initiatives.

Judgement is required for UW KFLA operational decisions and risk management. Interpretation of problems and the identification of solutions for review is required in the performance of tasks. Established standards and procedures exist. Supervision is available for support and guidance in decision making.

MANAGEMENT / SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision:

- There are three direct reports for this position.

Indirect Supervision:

- There are two indirect reports for this position.

TYPE OF SUPERVISION REQUIRED / INDEPENDENCE OF ACTION

This role operates with a considerable independence of action and works under general direction. Broad policies and general objectives define the work. Strategic priorities and initiatives are identified collaboratively by the UW KFLA Leadership Team and operationalized collectively within UW KFLA.

CONSEQUENCE OF ERROR

Typical errors may result in policy and long-range planning decisions that do not effectively create the desired level of organizational and community result. Decisions have an impact on several functions of the organization, safety is of concern and injuries could occur.

More serious errors could result in significant or long-term losses to or adverse impact on the UW KFLA's finances, image and reputation.

CONFIDENTIALITY

The Director, Finance & Administration regularly uses confidential information related to the finances and activities of the organization. Disclosure could have very serious impact externally.

CONTACTS

Internal:

- President & CEO, Vice President, Corporate Services
- Nature of the Contact – recommendations, approvals, collaboration, supporting initiatives, etc.

External:

- Board Committees, Other United Ways, Volunteers, Members of the Community, Auditors, Vendors, Suppliers, etc.
- Nature of the Contact – relationship building, liaison, advisory support, reporting, negotiations, etc.

PHYSICAL EFFORT

- Majority of time is spent in a comfortable position with frequent opportunity to move about
- Infrequent need to move or lift articles

PHYSICAL SKILLS

- Regular need to give close attention, hearing or seeing, to what is happening
- Requirement to work at a computer, keyboarding, etc.

WORKING CONDITIONS

Physical:

- Located in a comfortable indoor area
- Unpleasant conditions are infrequent and very mild

Stress:

- Ongoing pressure from deadlines, production quotas, accuracy or similar demands
- Unpleasant social contacts and / or concern about unpleasant situations are likely
- Concern about dangerous situations is probable but occurs infrequently
- Some disruption of family / social life

COMPETENCIES

The United Way Worldwide has developed an extensive Competency Model Framework. The Framework supports a common set of competencies to ensure that each United Way is able to attract, grow and retain the right people who have key competencies in areas that are fundamental to our mission and strategic direction.

Specific definitions, traits and behaviours are outlined the Framework titled: United Way Worldwide Competency Models. Those specific competencies that apply this this position are:

- Mission focused
- Relationship oriented
- Collaborator
- Results driven

- Brand steward
- Critical Thinking & Creative Problem Solving
- Planning & Implementation / Execution
- Talent Management & People Development
- Business Acumen & Strategic Direction
- Outward Turning