

We are hiring!
Director of Finance and Administration
Full time, Permanent

Knowles Centre is a treatment facility serving children, adolescents, and families from Manitoba.

The Director of Finance and Administration provides leadership and direction for the Knowles Centre's administrative and financial services. Departments include facilities management, fundraising, food services, and finance.

This executive position reports to the Chief Executive Officer and is a member of the Leadership Team.

Duties

- Create, coordinate, implement, monitor, and evaluate appropriate financial and operational controls for the organization, including supporting information systems for budgeting, asset management, risk analysis, and charity law.
- Maintain effective internal controls and reporting systems for the organization and Board of Directors. Make recommendations to improve the organization's operating efficiencies and overall reporting.
- Assess and manage budgetary procedures; prepare annual budgets for the CEO and Board approval. Prepare monthly financial statements and reports for the Centre's Board, finance committee, and senior leadership team.
- Ensure compliance with local, and provincial and federal reporting requirements.
- Oversee the approval and processing of revenue, expenditure, department budgets, and account maintenance and data entry.
- Interact with the senior leadership team to provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations.
- Ensure the Centre is current with information management and communication technology.
- Determine and manage the organization's insurance needs.
- Lead the annual audit in collaboration with the auditors.
- Identify and assess financial and operational risks and implement control strategies so that risks are minimized.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
-

Education and Qualifications

- University degree or diploma in accounting or finance.
- Professional designation required – CPA in good standing.
- Experience in finance/accounting ideally in non-profit organization (s) managing a multimillion-dollar budget or within a public accounting firm with non-profit clients.
- Strong working knowledge of integrated financial information systems and payroll software (preference for prior experience with Microsoft office and QuickBooks)
- Excellent analytical, problem solving, and decision-making skills
- Strong interpersonal skills
- Good communication – both written and oral
- Ability to maintain positive working relationships with staff, management, peers, and external agencies and stakeholders
- Strong leadership and management skills, with experience building and leading high-performance teams

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and review process.

- Successful applicants will be subject to provide Child Abuse Registry, Adult Abuse and Criminal Record Check with Vulnerable Sector.
- Prior Contact Checks will be completed by Knowles Centre

Salary: To be negotiated

Schedule: Monday – Friday 8:30 am – 4:30 pm

Tentative Start Date: November 18th, 2024

Posting Date: October 16th, 2024

All applicants are required to submit their résumé and cover letter, as well as complete an [employment application](#) (available on our website) to:

Send resume with cover letter by: 4 pm, Oct 30th, 2024

to: Julie Anderson, Director of Human Resources

Email: JAnderson@knowlescentre.org

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our values of maintaining a respectful environment for all.

We thank all who apply; however only those applicants selected for an interview will be contacted.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration. The Truth and Reconciliation Commission (TRC) 94 calls to action is a highly valued and integrated part of our culture and work.