



**Director of Finance**  
Job Description

**Department:** Finance/Administration  
**Location:** Berwick, Nova Scotia  
**Union:** Non-Unionized  
**Position:** Permanent, Full Time  
**Responsible to:** CEO/Administrator

**RESPONSIBLE FOR:**

- Supervision
- Communications
- Finance and Admin personnel
- Organizational financial management
- Organizational financial reporting
- Preparation of organizational operating and capital budgets
- Employee Benefit Administration

**EDUCATION & EXPERIENCE:**

- A bachelor's degree in business, commerce, finance, or another relevant program
- CPA designation (preferred)
- minimum 5 years management and supervisory experience
- Experience with accounting in a non-profit organization
- Above-average computer literacy skills using Sage 300, Microsoft Office and Outlook 365 an asset

**RESPONSIBILITIES**

*SUPERVISION:*

- responsible for the direction and supervision of accounting staff in the finance department

*COMMUNICATION:*

- maintains good working relationships with staff within all departments
- liaison with residents, apartment tenants, families, visitors and general public
- liaison with Department of Seniors and Long Term Care and Department of Housing

*FINANCE AND ADMIN PERSONNEL:*

- authority to select, promote, retain or remove Finance personnel in accordance with the policy of the home. Provide input on all administrative personnel.
- promotes & supports staff development
- delegates responsibility

*ORGANIZATIONAL FINANCIAL MANAGEMENT:*

- maintains a computerized financial and management information system
- develop financial policies and procedures in accordance with generally accepted accounting principles for not-for-profit organizations
- implement accounting controls for assurance of the reliability of financial information and security of the assets of the organization
- supervise accounts payable to ensure timely and accurate payment of financial obligations
- supervise billing and accounts receivable
- manage general accounting activities to ensure proper posting of transactions
- supervise payroll activities to ensure timely and accurate payments to authorized employees as well as timely government reporting and remittances
- supervise the investment of surplus funds

*ORGANIZATIONAL FINANCIAL REPORTING:*

- preparation and review of monthly financial statements with CEO
- preparation and presentation of quarterly financial reports to Board of Directors
- preparation and review of annual financial reports for the Grand View Manor Seniors Foundation
- co-ordination of the annual external financial audit with the appointed auditor

*PREPARATION OF ORGANIZATIONAL BUDGETS:*

- responsible for preparing and administering the operating and capital budgets for the organization including Grand View Manor, Orchard View apartments and the Grand View Manor Seniors Foundation

*EMPLOYEE BENEFIT ADMINISTRATION:*

- oversee administration of employee benefit and pension programs
- negotiate annual renewal of benefit program