



**Bethany Lodge is currently seeking a full-time (37.5 hours per week)**

## **Director of Finance**

The Director of Finance plans, organizes, directs, controls and evaluates the delivery of health and other services to residents in a 128 bed long term care facility and a 42 bed retirement home. The incumbent formulates policies which establish the direction to be taken by the organization, either alone or in conjunction with other employees/consultants and/or the board of directors.

The Director of Finance sets a culture within the finance department for meeting Bethany's standards of Christian behavior, compliance, honesty, trustworthiness and reliability. The incumbent in this role serves as an example to the team with a Christian model of leadership following Bethany's mission to provide a caring environment that supports the spiritual, emotional and physical needs of our residents.

### **Key Responsibilities:**

- Establish objectives for the organization and formulate or approve policies and procedures in the financial area in particular.
- Protect Bethany assets; ensure internal controls in place and adhered to by all staff.
- Allocate financial resources to implement an organization's policies and programs; establish financial and administrative controls, and approve overall financial planning.
- Prepare budget and implement fiscal control measures.
- Manage external audit.
- Responsible for all banking functions and relationships including mortgage administration.
- Manages investments and ensures compliance with Investment Policy determined by Board of Directors.
- Works with Information Management consultants to oversee the maintenance and replacement of organization's general computer technology.
- Ensure compliance with all legislation affecting financial aspects of the organization, including payroll.
- Responsible for all financial reporting for grants received as well as annual mandatory government reporting; e.g. MOH Annual Reconciliation Report, Revenue Canada Charity Returns, HST reports, Supportive Housing Project Data Reports etc.
- Help to select middle managers, directors and other executive staff.

- Supervise accounting and office staff.
- Supervise payroll and human resources staff and functions.
- Report financial information at Board and committee meetings.
- Resource to Board and management on fiscal areas.

## **Qualifications:**

- Successful completion of a university degree in business administration, hospital administration, finance or other discipline related to the financial and/or health services sector.
- Five or more years' experience as a middle manager or Director of Finance in a related institution or organization. Long term care experience preferred.
- Must have an accounting designation: CGA, CMA or CA.
- Excellent communication skills, organized, shows initiative, leadership skills, and ability to work in harmony with other staff.
- Must be computer literate. Word, Excel, ACCPAC and other facility specific computer programs as required/or willing to learn.
- Knowledge and understanding of the aging process. Genuine interest in and respect for the elderly and a desire to provide client centered care in a health care facility.

Bethany Christian Living is committed to inclusive and accessible employment practices. Should an applicant require accommodation during any stage in the recruitment process, please contact Human Resources.

If you are interested in enhancing the lives of seniors, please submit your resume and cover letter by midnight March 16, 2017 to:

Marybeth Ward, Human Resources  
E-mail: [marybethw@bethanylodge.org](mailto:marybethw@bethanylodge.org)