

Senior Director of Finance and Corporate Services

Location: Rupertsland Institute Head Office, Edmonton, AB

Closing Date: September 2, 2024, or Until Suitable Candidate Found

Position Status: Full Time (40 hours/week), 1 Year Contract with Possibility of Becoming Permanent

The Organization

Rupertsland Institute (RLI) is an affiliate of the Métis Nation of Alberta and has a triple mandate in education, training, and research. With a decentralized network of 10 METI-Service Centres, a Corporate Head Office in Edmonton, and two mobile service units; RLI designs and delivers training and education services to more than 140,000 Alberta Métis.

The RLI Vision is: *“A Skilled and Knowledgeable, Self-Reliant Métis Nation.”*

The RLI Mission is: *“To enhance the self-sufficiency and well-being of Alberta Métis through quality education, training, and research.”*

For more information about RLI and its services and programs, visit us at www.rupertsland.org

The Opportunity

Rupertsland Institute is looking for a Senior Director of Finance and Corporate Services (F&CS). Reporting to the Chief Executive Officer (CEO), the Senior Director of F&CS will be responsible for ensuring that RLI meets Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO), ensuring optimal accuracy and efficiency of the financial, human resources, payroll, information technology, reception, and corporate administrative functions of RLI. The Senior Director of F&CS will collaborate with internal and external stakeholders to co-develop and present the budget for review and approval by the CEO and will work with the Board of Governors Finance Committee, as required.

Responsibilities:

Finance:

- Develop and monitor key performance indicators for financial performance and operational effectiveness.
- Implement and oversee financial sustainability initiatives to ensure the long-term financial health of the organization.
- Lead the planning, coordination, and implementation of the Finance Annual Workplan.
- Ensure expenditures meet the terms and conditions of federal and provincial funding agreements and align with the Annual Operating Plan (AOP).
- Establish and monitor internal controls to ensure that accounting activities are in compliance with legal, regulatory, and organizational policies and procedures.
- Prepare and present draft expenditure plan for CEO review and approval.
- Prepare financial and required reports including income statement, financial statements, balance sheet and narrative, for review by the CEO and approval by the Board of Governors (BOG).
- Process entries to allocate funding to programs, with input from the Senior Management Team (SMT) and authorization from the CEO.

- Conduct financial transactions for the Métis Education Foundation and other agreements under the direction of pertinent authorities.
- Provide all required information for the annual financial audit and ensure auditors incorporate all agreements' audit requirements into audited financial statements.
- Ensure CRA remittances, credit card payments, and other expenditures are made timely and accurately.
- Review and approve monthly bank reconciliations, weekly batches, and biweekly payroll.
- Ensure the prompt resolution of issues with payables, receivables, banking and general ledgers.
- Develop, update, maintain, and review process documentation and Finance modules.
- Advise the CEO of any financial concerns that pose risk to RLI.

Corporate Services:

- Lead the planning, coordination, and implementation of Corporate Services.
- Lead the annual review of upgrades for IT, KETO (internal database), Financial Data Management (FDM), and other databases, provide recommendations, and coordinate upgrades.
- Track RLI office leases and oversee all RLI insurance.
- Consult with the SMT as required actions for data governance; create policies and procedures as required; ensure RLI is compliant with relevant data collection and privacy legislation.
- Establish relationships with RLI's corporate services stakeholders to collaborate on data integrity, security and data sovereignty.
- Meet with RLI's IT stakeholders regularly; review action items and work with IT and RLI SMT to address areas of concern.
- Oversee the coordination of logistical aspects of IT and office furniture/equipment needs.
- Negotiate and approve quotes for services and asset purchases.
- In collaboration with the Communications Manager, develop and implement communication strategies to ensure effective internal and external communication.
- Oversee the creation and dissemination of corporate communications, including newsletters, press releases, and social media content.
- Ensure the consistency of messaging and branding across all platforms and communications materials.
- Oversee with the Marketing and Communications team to promote RLI's programs and initiatives.
- Support the HR Manager in the development and implementation of HR strategies and programs.
- In collaboration with the HR Manager, support the implementation of HR work plan objectives and Occupational Health and Safety (OHS) Committee procedures and programs.
- Actively encourage a workplace that promotes transparency, fairness, positivity, and overall employee morale and engagement.
- Ensure the consistency and compliance of RLI HR and OHS policies, procedures, and applicable regulations.

General:

- Provide leadership to the Finance and Corporate Services team including staff training, coaching and mentorship.
- Analyze department operations, identify areas of improvement, and implement changes as necessary.
- Prepare various forms of correspondence, such as letters, briefing notes, memos, reports, etc.
- Participate in professional development activities.
- Travel as required.
- Other duties as required.

Qualifications:

- Post-Secondary Degree in Finance, Accounting, and Business Administration.
- CPA Designation is required.

- Seven (7) to ten (10) years of direct experience in accounting and administration.
- Minimum of five (5) years working with IT/project management/corporate services.
- Minimum of seven (7) years of experience overseeing and leading a team of direct reports.
- Extensive knowledge of all aspects of corporate accounts and financial management, and ASNPO.
- Understanding of IT and software.
- Strong understanding of employment legislation and Occupational Health and Safety.
- Experience working with an Indigenous or not-for-profit organization is an asset.
- Knowledge of Métis history, culture, and issues affecting Métis people.
- Experience with strategic plans and tactical delivery, with the ability to manage multiple projects concurrently.
- Excellent interpersonal skills with the ability to work collaboratively with cross-functional teams and build strong relationships with multiple stakeholders.
- Strong leadership skills with ability to coach, train, motivate, lead, and develop a team.
- Superior verbal and written communication and presentation skills.
- Sound analytical thinking, problem solving, planning and execution skills.
- Strong sense of ethics and the ability to handle sensitive and confidential information with tact and discretion.
- Ability to work effectively in a demanding, fast-paced, complex environment.
- Ability to synthesize complex information and produce professional reports, letters, and memos.
- Experience working with SAGE300 or other accounting systems. Strong computer skills in Microsoft Suite.

Rupertsland Institute (RII) Offers:

- A competitive salary
- A comprehensive benefits plan including – life insurance, critical illness, dental, vision, health spending, & more.
- Employer matching pension plan.
- Culturally rich working environment
- Continuous learning opportunities
- And other perks!

To apply, please send your resume and cover letter (including desired salary range) to employment@rupertsland.org by September 2, 2024, quoting **'SDR-F&CS'** in your email subject line.

Rupertsland Institute thanks all applicants for their interest. Only successful applicants will be contacted. No phone calls please.