



## Camp Ooch & Camp Trillium

### Job Posting: Director, Finance

A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario. New in 2020 are virtual camp opportunities reaching kids and families living in isolation—at home or in the hospital—wherever they are! Cancer changes a child's life. So does camp. And so can you. Learn more at [www.ooch.org](http://www.ooch.org).

**Location:** Toronto, Ontario, Canada - 464 Bathurst St. This role is currently working remotely from home. We expect this to be a hybrid work from office/work from home role in the future.

#### Position Summary

Reporting to the CFO, the Director, Finance will oversee the organization's day to day finance operations and works closely with the CFO and senior management team to provide accounting advice and financial leadership. They will lead the annual business planning for the finance department and work closely with the CFO on the development of 3 - 5 year strategic planning for the organization. The Director, Finance will be an engaging leader, who will assist in developing and implementing strategic plans for Camp Ooch & Camp Trillium's long term objectives and priorities. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the finance function. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization

#### Key Accountabilities:

##### Finance operations and administration

The Director, Finance is responsible for the full cycle accounting and day-to-day

financial operations of the department. They will conduct financial analysis and provide efficient, accurate and timely financial reporting to the organization on monthly and quarterly results. This Director, Finance plays a key role in leading the development of annual budgets and works closely with internal stakeholders on the reforecast process and recommending plans to CFO and Senior Management.

The Director, Finance provides financial leadership to staff and management to support operational planning and decision making. They oversee the monitoring of departmental spending and cash-flow; and recommend corrective actions for appropriate purchasing and cash control practices. They work closely with fundraising department leadership to support revenue generation opportunities, including development of and reporting on grant specific accounting and budgets.

Establishing and implementing policies and practices to ensure complete, accurate and efficient accounting processes and records are maintained, satisfying all financial regulatory requirements to safeguard Ooch & Trillium assets and its ongoing viability. This includes proper tax receipting policies and practices are in place and that they are adhered to, maintaining ongoing positive relationships with donors and CRA.

The Director, Finance leads and is the main point of contact for all audit activities including coordination of support documents, scheduling, reporting and lead liaison with auditors.

The Director, Finance leads the preparation of annual charity information returns (T3010), and manages the insurance program and renewal process supporting risk management, legal and compliance programs and initiatives.

### **People Management**

The Director, Finance will be the direct manager of a finance team of 3 to 4 staff responsible for the general accounting, financial analysis and reporting, and accounts payable functions.

As the manager, the incumbent is expected to provide the team with oversight and direction to achieve annual objectives by assigning tasks appropriately, meeting frequently with staff individually and as a team to track progress and provide on-going guidance. A successful incumbent will possess positive and supportive leadership, they will foster a culture of teamwork and create an engaging work environment. They will coach, mentor, and develop staff, monitor performance, document and address achievements and areas of improvement and provide career development planning and training opportunities.

### **Experience and Qualifications:**

- a) Finance or related degree, required.
- b) Accounting designation CPA (CGA, CMA or CA) is required, or an equivalent combination of related experience and education, required.

- c) 5+ years of experience in a senior finance leadership role with at least 3 years directly managing a small team, required.
- d) Demonstrated proficiency at an intermediate to advanced level in excel and other financial management tools and software.
- e) Exposure to payroll processing, auditing and government remittances.
- f) Experience working with financial edge and raiser's edge (Blackbaud Canada) and not-for-profit work experience an asset.
- g) A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- h) The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- i) Ability to translate financial concepts to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- j) Experience evaluating and implementing best practices in a finance department.
- k) Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- l) Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- m) Experience working in a fast-paced work environment successfully meeting deadlines for multiple priorities.
- n) Extremely detail oriented and organized.
- o) Adaptable to changing priorities, has an analytical mindset, adept at problem solving is solution oriented and is pro-active with taking initiative.
- p) Current police reference check and vulnerable sector screening.

#### **Particular Working Conditions:**

- a) Open office work environment when in the office and flexible work from home is optional. Currently work from home is in place for all staff.
- b) Occasional travel to other locations.
- c) Some flexibility in daily schedule to accommodate multiple timelines.
- d) In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.

#### **Compensation & Benefits**

This position offers a competitive salary range of \$95K - \$105K, full benefits package, vacation, and professional development.

#### **To Apply**

Please send a cover letter, resume and expected salary to [careers@ooch.org](mailto:careers@ooch.org) with the email subject reading **2021022 – Director, Finance**.

*We will expect to commence screening applicants the week of July 5 2021. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch & Camp Trillium, please visit [www.ooch.org](http://www.ooch.org) -*

No phone calls please.

### **Equal Employment Opportunity**

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

### **Accessibility**

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.