



Grande Spirit Foundation

“We provide quality housing that serves the needs of our seniors, families and individuals.”

The GSF organization is currently recruiting an innovative and business-centric **Director of Finance** to join its GSF team. This exciting new position is directly responsible for the financial health of the organization, the success of its operations, and strategic financial planning. This individual will provide financial leadership by managing budgets, overseeing all accounting functions, conducting forecast analysis, and monitoring corporate credit. The Director of Finance shall also play a key role in long-term strategic decision-making processes that affect the organization's profitability in accordance with all appropriate legislation(s) and Board policies.

Major Responsibilities:

- Provide general counsel to the CAO on all business and financial matters.
- Deliver finance metrics to senior, executive, and to the board levels
- Maintain the organization's accounting operational functions, systems, policies, and procedures
- Collaborate with the senior management team to develop cost budgets for all operational aspects of the organization; manage project budgets, forecasts, and long-term strategic plans.
- Report on a regular basis the organization's status against, and ability to meet, its strategic and operational objectives.
- Financial analysis as required to support operations and new project decision making
- Collect and analyze cost data versus budget for ascertaining financial performance and risk assessment.
- Develop accounting and finance policies and procedures relevant to accounting, budgeting, forecasting, and project tracking.
- Monitor legislation, regulations, policies, and procedures applicable to financial reporting and operations.
- Develop and maintain effective relationships with municipal, state/provincial, and federal government agencies, as well as professional organizations such as consultancy firms and auditors.
- Lead and supervise finance department staff on accounting, reporting, internal controls, budgeting, and other financial matters.
- Oversee the preparation and delivery of information for the annual audit; accompanied by executing analysis and recommendations from the annual audit

Experience and Qualifications:

- A minimum of a degree in accounting, finance, or related field required
- 5 years of accounting experience; preference is in a non-profit or another housing management body. A CPA designation is required.
- Skilled with computer software Microsoft Office365 and SharePoint
- Excellent understanding of computerized accounting systems and payroll software; experience with an HRIS is an asset
- Strong interpersonal and communication skills
- Thrive in a fast-paced environment with an ability to multi-task, set priorities, and meet deadlines
- A genuine interest and empathy for the care of senior citizens and low-income families and individuals

Perquisites:

Grande Spirit Foundation provides amazing incentives:

- Competitive compensation
- Exceptional Health & Dental Benefits along with Life Insurance along with RRSP matching option
- Great vacation and Work/Life balance incentives
- Supportive in Professional Development and ongoing Training for all levels of staff
- The ability to work in a Progressive and Innovative organization

Interested? Then please apply by September 21, 2021, at HR@grandespirit.org

Grande Spirit Foundation 9505 – 102 Avenue, Grande Prairie, AB T8V 7G9

The Grande Spirit Foundation would like to thank all applicants for their interest with our organization; however, only those selected for the interview process will be contacted.

The Grande Spirit Foundation hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. Please note that a successful candidate will be required to undergo a Criminal Record Check prior to commencing the job role.