



Advice of Position Vacancy

Date:	October 20, 2021
Position Title:	Director of Finance
Posting Number:	2021-57
Status:	Full time
Closing Date:	Please send your cover letter and resume to humanresources@drpeter.org Position will remain open until filled

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Director of Finance to join our team on a full time basis.

Position Summary:

As a member of the Leadership Team, the Director of Finance is responsible for strategy development and leadership. Specifically, the Director of Finance is responsible for working with the Leadership Team and the Board of Directors in order to provide direct oversight and management of the full financial function of the organization, provide strategic financial leadership, and have authority and accountability for the financial controls across all departments. The Director of Finance is, as well, responsible to provide long-term planning, including long-term capital planning for the building (the Dr Peter Centre). The Director of Finance is also responsible for IT and various service contracts. This is a 1.0 FTE position that reports to the Executive Director and includes the direct management of employees in the Finance Department, overseeing the development, implementation, control, security, and evaluation of all financial functions, the monitoring and reporting on financial standings and issues, and the direct management of IT, office equipment, and security contracts.

Direct Reports:

The Director of Finance is responsible for the management and leadership of the following positions:

1. Finance Officer (1.0 FTE)
2. Accounts Payable Officer (0.2 FTE)



Key Responsibilities:

The Director of Finance is responsible for the following:

- Providing financial leadership and expertise to the Foundation;
- Producing annual financial statements, and leading the external audit fieldwork process;
- Producing interim financial statements and management reports;
- Preparing grant budgets and grant funding reports; monitoring and tracking grant spending;
- Preparing and presenting financial information for/to the Finance and Audit Committee;
- Reviewing and approving payroll, accounts payable, account reconciliations, journal entries, and other key documents;
- Ensuring payroll is processed in accordance with internal pay policies, and the Employment Standards Act; ensuring payroll software meets organizational needs;
- Establishing, maintaining and evaluating appropriate accounting policies and procedures;
- Financial planning, budgeting and forecasting;
- Providing financial analysis and insight for operational decision support;
- Establishing, sustaining, monitoring and improving organization-wide internal controls;
- Ensuring regulatory and statutory requirements are met, including all required reporting to CRA and BC Registrar;
- Providing leadership, performance management and coaching to the Finance Department team;
- Managing cash and investments;
- Implementing financial performance measures within the organization;
- Providing leadership and expertise into enterprise risk management;
- Overseeing and managing corporate services, such as insurance, IT support, software
- Through the Executive Director, reporting to the Board of Directors any relevant information regarding finance issues or initiatives;
- Ensuring that staff are motivated and building an environment of collaboration, respect and teamwork;
- Representing the Dr. Peter AIDS Foundation and the Dr. Peter Centre in a professional and ethical manner to ensure that the reputation of the Foundation is maintained and enhanced;
- Conducting all business activities in accordance with Dr. Peter Foundation terms and conditions of employment, policies, and procedures;
- Performing other related duties as assigned/required; and
- Maintaining and overseeing accountability for the purchasing, leasing, replacing, and disposing of all facility equipment.



Education, Qualifications and Experience:

The preferred education, qualifications and experience of the Director of Finance are:

1. CPA designation or equivalent;
2. Minimum of five (5) years of senior finance/accounting experience;
3. Experience in non-profit finance and accounting; and
4. Experience in a health care environment.