



## JOB POSTING

Title: Director of Finance and Administration

Reporting to: Executive Director

Location: Ajax Office, 92 Church Street S., Suite 103

Employee Classification: Permanent, full time

Application deadline: February 27, 2012 or until a suitable candidate is selected

Scientists in School (SiS) brings science to life for children and youth. Since 1989, SiS has brought engaging hands-on science, environmental and technology programs to elementary classrooms across Ontario, growing from a grassroots initiative to now reaching more than one half million youth annually. The organization has experienced strong growth in recent years, with a national office just east of Toronto (Ajax), five regional offices across Ontario, and a newly established branch in southern Alberta. This is an exciting time in our organization's evolution towards a national program.

Scientists in School is seeking a dynamic, results-oriented and multi-talented **Director of Finance and Administration**, with a track record of contributing to improved financial performance, heightened productivity and enhanced internal controls, preferably with experience in the non-profit sector. We welcome you as a key member of our senior management team. With a proven track record and superior people management skills, you thrive in a fast-paced, results-oriented environment, and possess broad strategic planning skills and a strong background in operational finance. Areas of knowledge and expertise include generally accepted accounting principles and charitable regulations and grant reporting requirements.

You bring a passion for the charitable sector, and for Scientists in School's mission, and you are seeking a role that is different from the traditional corporate CFO. Reporting to the Executive Director, and working closely with the Finance Committee of the Board of Directors, you'll also have oversight for our administrative affairs, and bring a keen interest in all the aspects of non-profit management. You are ready to develop sound financial strategy and prepare financial forecasts, reports and budgets, as well as roll up your sleeves to reconcile accounts and process the payroll. Overseeing a budget of approximately \$5 million, and a growing multi-regional operation, you have an entrepreneurial focus, an eye for detail, and an ability to understand and integrate the various complexities of our daily operations and charitable regulations into solid financial practise and risk management.

This is a full-time position based in our Ajax office where we offer a high energy, results-oriented and creative atmosphere, balanced by an understanding and acceptance of the need for work-life balance.

### **Primary Responsibilities:**

- Prepare timely and accurate financial statements, analyses and cash flow reports for our management team and Board of Directors, in accordance with Generally Accepted Accounting Procedures (GAAP).

- Develop and implement sound corporate financial management practices and policies, including maintaining strong internal controls and preparing and monitoring budgets, cash flow and financial forecasts.
- Act as the lead on financial matters and support managers in monitoring budgets and expenditures and responding to revenue opportunities.
- Provide strategic input, risk management assessment and short and long-term financial plans and advice to the Executive Director, our Board and staff teams.
- Participate as a member of the senior management team in formulating the organization's future directions and tactical initiatives.
- Present and liaise with the Board and its Finance Committee.
- Oversee more than \$4.5 million of annual transactions, process and manage payroll, reconcile accounts, analyse financial data and when needed act as back-up for day-to-day financial entries in our Microsoft Great Plains System.
- Oversee information technology systems, leading a Systems Administrator who looks after day-to-day responsibilities, and working with external consultants.
- Lead a small team of staff with responsibilities for finance, IT and purchasing. Create a positive work environment which attracts and retains high calibre individuals and supports your team in achieving strategic objectives.

### **Qualifications:**

- A degree or diploma, along with a professional accounting designation (CA, CMA, CGA), or an MBA or B.Com., with accounting specialization.
- A minimum of seven years financial reporting and business strategy experience.
- Solid track record of performance as a strategic finance and administration leader, preferably with a not-for-profit organization.
- Demonstrated experience in financial and business management, internal controls, cash management, forecasting, budgeting and reporting.
- Excellent communicator including verbal, written and presentation skills.
- Demonstrated strong interpersonal, leadership and management skills.
- Excellent conceptualization, problem-solving and project management skills. You are proactive at continuously improving financial systems, controls and services in line with organizational strategy.
- Extremely organized, task oriented, analytical, and deadline driven; detail-oriented but able to also see the "big picture".
- Experience with automated financial and accounting reporting systems with a preference for knowledge of Microsoft Great Plains. Proficiency in Microsoft Office applications with advanced Excel skills. Experience with Crystal Reports reporting preferred.
- Ability to understand and conceptualize technology strategy and conceptualize solutions and provide oversight to IT initiatives.
- Knowledge of federal and provincial legislation affecting charities preferred.

Qualified applicants are invited to submit a cover letter which includes salary expectations, and resume to [careers@scientistsinschool.ca](mailto:careers@scientistsinschool.ca) .

For more information visit: <http://www.scientistsinschool.ca>

*We thank all candidates for their interest, however, only those selected for an interview will be contacted. No phone calls please.*