



CCOC is a community-based, tenant and member directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people.

**We're looking for a dynamic professional to lead our Finance Department and ensure our continued prosperity.**

As Finance Director you will be the chief financial officer of two of the most exciting private non-profit housing corporations in Ontario: CCOC and Cahdco. Leading a team of four finance staff, you will be an integral part of our senior management team. Our days are never dull and our social justice mission motivates us to constantly improve.

CCOC, and our sister corporation Cahdco are going through an exciting period of growth and re-imagination. If you're the kind of leader who thrives in times of change, we want to hear from you!

**Compensation:** Starting wage between \$77,420 and \$91,083. Maximum compensation for this position is \$104,745 per year.

**Benefits:** Extended health care, dental and eyewear, OMERS pension.

**Application deadline:** 5:00 pm Tuesday, January 21, 2020

Forward résumé and cover letter by email to [hiring@cchohousing.org](mailto: hiring@cchohousing.org) quoting the job title in the subject line. Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in the job description.

Preference will be given to candidates with personal or professional experience with marginalized communities.

Interviews will take place on January 30<sup>th</sup> and 31<sup>st</sup>.

# Director, Finance

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**Reports To:** Executive Director  
**Supervises:** Accounting Clerk, Budget and Cost Analyst, Financial Analyst, Staff Accountant

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## Summary

The Finance Director provides strategic management of accounting and finance functions, ensures the long term prosperity of the Corporation and oversees the property management and accounting information system. They advise on matters relating to CCOC's finances and regulatory reporting and support budgeting, financial planning and general administration. They manage the Finance Department and supervise finance and accounting staff.

## Responsibilities (this is not an exhaustive list)

1. Provides strategic management of the accounting and finance functions of the Corporation & related entities by:
  - directing accounting policies, procedures and internal controls related to financial and administrative services of the corporation;
  - leading, and ensuring the validity of annual corporate and property budgets according to standing policies and operating agreements;
  - overseeing the preparation of monthly financial reports, quarterly and year-to-date cost and revenue analyses and financial projections;
  - managing the corporation's cash flow and forecasting;
  - ensuring proper cost control, receipt deposit and recording of revenues, payment and recording of expenditures and bank reconciliations;
  - ensuring financial accounting and audit for all construction projects and new housing developments;
  - coordinating and leading financial and regulatory reporting for funding and financing bodies;
  - coordinating and leading the annual audit process, liaising with external auditors and reporting to the Finance Committee and Board of Directors.

2. Oversees and directs the Corporation's property management and accounting information system by:
  - coordinating service between end users and information system host;
  - recommending and implementing improvements to information processing and data recording;
  - coordinating between CCOC departments to improve data integration.
  
3. Ensures the long term prosperity of CCOC, CCHC and Cahdco by:
  - preparing regular operating statements, balance sheets and reports on financial performance as needed;
  - managing annual updates to the long term financial plan, including the long term capital plan;
  - ensuring the long-term viability of capital reserve funds;
  - identifying and managing business risks and insurance requirements, and ensuring adequate coverage and protection;
  - providing advice to the Executive Director, the Board of Directors and committees in the area of financial policy, risk management and long-term financial planning; and
  
4. Advise and support the Finance Committee of the Board, by:
  - ensuring committee members are informed as needed to make sound decisions and recommendations to the Board;
  - Remaining abreast of government legislation and policies;
  - preparing regular reports to, and attending all meetings of the committee as staff support;
  - proposing investment strategies for reserve funds and other monies;
  - advising the committee on policy development, strategic planning, financial management and risk;
  
5. Represent CCOC to community and sector organizations and committees by:
  - Demonstrating leadership in the non-profit housing sector
  - Advocating for government policies that allow for the financial sustainability of community-based mixed income affordable housing, consistent with CCOC's Mission and Values;
  - Identifying, recommending and sharing good practices and procedures within the non-profit housing sector.

6. Manages the Finance Department, and hires, trains, coaches and supervises finance and accounting staff by:
  - ensuring a fair distribution of work;
  - ensuring the preparation of annual work plans;
  - carrying out annual performance reviews;
  - ensuring tasks in the job descriptions of reporting staff are carried out and the outputs meets the organization's goals
  - ensuring the effective integration of the Department and staff into larger corporate workflows and the organizational mission ; and
  - reviewing material produced by staff.
  
7. Performs such other duties as may be required by the Executive Director or Finance Committee.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

### **Education and Experience**

- Completion of a university degree in accounting, business administration or a related field;
- 7 years of related work experience, including a minimum 3 years supervising staff;
- Professional accounting designation;
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements;
- Advanced ability to use Microsoft Office Suite;
- Familiarity with Yardi Voyager is considered an asset;
- Advanced verbal communication in English, intermediate written communication in English;
- Ability to speak French is considered an asset;
- Experience in property management, social housing, or financial management of non-profits is considered an asset.

### **Supervision and Decision-Making**

- Decision-making forms the major focus of the role and will impact

corporate objectives. Procedures are always evolving, so complex judgement and interpretation is required in developing solutions

- Responsible for providing direction and control over a CCOC Department. Provides counsel to employees directly or indirectly supervised
- Supervises a small team
- Works independently under guidance of the Executive Director. Must be able to show considerable original and independent thinking when developing corporate objectives, methods and procedures
- Significant financial impact to the corporation if errors are made
- Frequent use of and access to confidential information where disclosure could result in harm to the organization

## **Working Environment**

- Interaction with internal colleagues may involve handling conflict. The incumbent may be called upon to present material that is contentious and requires considerable interpersonal skills
- Interaction with external contact involves dealing with reasonably demanding interpersonal situations
- Normal office environment; periods of light physical effort required (for example, intermittent sitting, standing or reading)
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Comfortable physical work environment
- The incumbent may be exposed to very serious stress