



Canadian Mental
Health Association
Ottawa
Mental health for all

Association canadienne
pour la santé mentale
Ottawa
La santé mentale pour tous

EXTERNAL POSTING

The Canadian Mental Health Association-Ottawa Branch (CMHA Ottawa) is an independent, community-based non-profit organization supporting individuals in the Ottawa area with severe and persistent mental illness and/or substance use disorder, many of whom are experiencing chronic homelessness or are vulnerably housed. We are dedicated to promoting good mental health, developing and implementing sustainable support systems and services, and encouraging public action to strengthen community mental health services and related policies and legislation.

CMHA is currently accepting applications for the following position:

Director, Finance and IT Union Exempt

Type of Position: Permanent Full-Time
Start Date: ASAP
Hours of Work: 35 hours per week, Monday to Friday, 8:30am – 4:30pm
Salary: \$109,782 to \$128,983 per annum

POSITION SUMMARY:

Reporting to the Chief Executive Officer, the Director, Finance and IT is a member of senior leadership and contributes to the overall success of the organization by effectively managing all financial and accounting operations, including budgeting and financial analysis. Directs the day-to-day financial operations of the agency in accordance with the agency's standards, guidelines and regulations, to achieve the strategic directions and operational plans of the organization. Oversees the work of the Information Technology department and remains accountable for the activities and deliverables. Provides leadership, direction and support to the Finance and Information Technology teams in alignment with the established mission, vision, values, and policies of the organization. In collaboration with the Chief Executive Officer, responsible for the oversight of the financial aspects of funder relationships for the organization. Ensures standards for financial and fiscal controls, as well as Information Technology and cybersecurity, and other related guidelines, policies, and procedures, are met, and proactively identifies and mitigates any potential risks. Within their own department, the Director ensures that learning and accountability systems are used and applied, consistent with a just culture.

Please see job description for a full list of responsibilities and duties.

Essential Minimum Qualifications:

Education: Business degree majoring in Accounting or Finance combined with a post graduate degree in a related field or a professional designation in a related field or equivalent.

Experience: Minimum of seven (7) years recent experience in a financial management position working at the senior management level. Experience managing a team / department. Relevant experience in a health care or not-for-profit sector in a unionized environment is an asset.

Language: English essential. Bilingual (French/English) preferred.

Vehicle: This is an in-office role, and the incumbent must have a reliable means of transportation to attend work in person.

Desired Qualifications:

Experience in a unionized environment. Experience in the social not-for-profit sector.

Application:

Please submit a resumé to **Recruitment at recruitment@cmhaottawa.ca**.

The Canadian Mental Health Association (CMHA) is committed to developing inclusive, barrier-free selection processes and work environments. CMHA promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.

Applicants who receive a conditional offer of employment must produce a satisfactory Criminal Record Check, proof of academic achievement, and proof of COVID-19 vaccination.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

JOB DESCRIPTION

Title: Director, Finance and IT	Program: Finance and IT
Reports to: Chief Executive Officer	
Approved by: Chief Executive Officer	Signature:
Date Approved: March 2025	Date Revised:

Position Summary

Reporting to the Chief Executive Officer, the Director, Finance and IT is a member of senior leadership and contributes to the overall success of the organization by effectively managing all financial and accounting operations, including budgeting and financial analysis. Directs the day-to-day financial operations of the agency in accordance with the agency's standards, guidelines and regulations, to achieve the strategic directions and operational plans of the organization. Oversees the work of the Information Technology department and remains accountable for the activities and deliverables. Provides leadership, direction and support to the Finance and Information Technology teams in alignment with the established mission, vision, values, and policies of the organization. In collaboration with the Chief Executive Officer, responsible for the oversight of the financial aspects of funder relationships for the organization. Ensures standards for financial and fiscal controls, as well as Information Technology and cybersecurity, and other related guidelines, policies, and procedures, are met, and proactively identifies and mitigates any potential risks. Within their own department, the Director ensures that learning and accountability systems are used and applied, consistent with a just culture.

Principal Responsibilities and Duties

Provision of strategic / technical support for all areas of Finance and Payroll:

- Ensuring that all financial activities of the Branch meet GAAP standards, legislative requirements, policies, Finance Committee and Board directions, and funding body criteria.
- Responsibility for completion of all monthly, quarterly and annual reporting and remittances to a broad range of government bodies and agencies that represent different and multiple disciplines.
- Establishing appropriate financial management and forecasting systems, procedures and key practices to ensure financial management accountability in accordance with standards of accounting practice for not-for-profits.
- Providing advice, guidance and support to Management in development of budget data and projections, providing necessary data on their functional operations and ensuring information is submitted in the proper format.
- Coordinating budget, revisions and approvals and monitoring processes, ensuring that they are provided in a timely manner to the CEO, Finance Committee, Board of Directors, and funding bodies.

Finance Planning, Policy Development and Quality Plans:

- Providing leadership for the Accreditation process for own respective area as well as participation in the overall agency leadership for the Accreditation process.

- Participation in strategic planning for the development of the strategic plan and implementation of the operational plan.
- Demonstrating commitment to continuous quality improvement, including developing and monitoring indicators, analyzing financial trends, reporting risk, and developing and implementing remedies.

Information Technology, Cybersecurity, IT Risk management:

- Ensuring all Information Technology activities of the organization meet legislative requirements, Board direction, funding body criteria, and professional standards.
- Responsible for overseeing the delivery of Information Technology services provided internally and externally and for overseeing the systems, procedures, and practices to ensure adequate and sufficient cybersecurity and risk management.
- Working closely and extensively with the Manager, Information Technology, to oversee the team's output and support them with required resources.

Departmental management:

- Managing and developing direct reports including but not limited to effective delegation of work, daily supervision, managing performance, coaching, mentoring, and conducting performance appraisals.
- Ensuring that all activities are carried out according to legislated, recognized professional and provincial health reporting standards and Branch policies.
- Collaborating on performance and data management for the Branch, ensuring that there are adequate processes and systems in place to collect and collate financial, statistical and clinical data to make well informed decisions and meet the reporting/performance requirements required by funders, legislation and others.
- Ensuring that there are adequate processes and systems in place to meet the IT performance and requirements required by all stakeholders.
- Developing departmental goals that align with the agency's strategic plan including establishing timelines, developing targets, assigning project objectives and measuring performance against targets and timelines.
- Creating and supporting a culture of engagement, inclusion and innovation.

Serves as the staff resource to the Directors, CEO, Finance Committee, and the Board to provide information and reports for informed decision making:

- Advising the Directors, CEO, Finance Committee and Board on Branch operations, developing and presenting reports, statistical data, financial operations and recommendations to support the Board in its fiduciary role.
- In collaboration with the Directors and CEO, preparing reports for Finance Committee and Board meetings, and attendings meetings, ensuring that significant information and recommended motions are provided to the Board of Directors for consideration and approval.

Provides leadership and risk management:

- Participating as a member of the Director Team, providing input on critical issues, participating in decision making affecting the entire Branch, formulating Branch positions on vital issues, and developing draft policies for submission to the CEO.

- Initiating innovative financial, administrative, and data systems and procedures to respond to Branch needs, seeking appropriate consultation and approvals prior to implementing.

Knowledge, Skills, and Abilities

Education: Business degree majoring in Accounting or Finance combined with a post graduate degree in a related field or a professional designation in a related field or equivalent.

Experience: Minimum of seven (7) years recent experience in a financial management position working at the senior management level. Experience managing a team / department. Relevant experience in a health care or not-for-profit sector in a unionized environment is an asset.

Language: English essential, bilingual (French and English) an asset.

Knowledge:

- Comprehensive knowledge of accounting systems and principles (financial statement components and purpose, General Ledger and GAAP), and reporting concepts and methodologies
- Comprehensive knowledge of computerized finance systems
- Comprehensive knowledge of budget preparation
- Comprehensive knowledge of year-end audit processes
- Knowledge of relevant legislation, policies, procedures and/or standards

Skills and Abilities:

- Ability to ensure that all financial responsibilities are carried out in a fiscally responsible, efficient, effective, and timely manner
- Ability to plan and forecast and to adapt to changing circumstances when needed
- Ability to maintain routine operations according to established policy and procedures while also identifying needs and opportunities to change and improve operations
- Skilled communicator, with strong verbal and written communication and the ability to interact effectively with stakeholders at all levels, including staff, Managers, partner agencies, funding bodies and the Board of Directors
- Ability to operate with strict adherence to confidentiality

Minimum Requirements

- Must be able to legally work in Canada.
- Must be able to provide proof of academic achievement.
- Must be able to provide a Police Record Check.
- Must be able to provide proof of vaccination status in compliance with agency policies.

Work Environment

- Works in a standard office environment.

Disclaimer

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

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