



VICE PRESIDENT, FINANCE & OPERATIONS

Permanent Full-Time
Toronto, ON
September 2021

Role Description

Reporting to the CEO, the **Vice President, Finance & Operations** has a critical role in overseeing the financial and operational functions of a \$10M+ organization. ALS Canada plays a multifaceted role in the ALS landscape in Canada: as a knowledge translation and research granting agency; a compassionate and logistically intensive business bridging the gap between the health care system and the needs of people affected by ALS in Ontario; and as an advocate across multiple jurisdictions.

This role will function as part of a six-person Senior Management Team, responsible for the operational performance of ALS Canada. They will support the Board's Finance & Audit Committee by providing accurate and timely reporting on the operational financial performance as well as detailed analysis for long-term planning. They will be accountable for the organization's monthly, quarterly, and annual financial reporting and for the timely submission of all regulatory and statutory requirements.

The ideal candidate is both strategic and hands-on, overseeing the finance department, office management / IT support, and the administrative functions of our operations and data management. They will build and manage relationships with external parties such as auditors, banks, and lawyers on a wide range of finance and administrative issues as required, as well as stakeholders like ALS Society partners, research institutions and partner granting agencies. The VP, Finance and Operations will lead the physical and technical transformation of the organization, including IT infrastructure and hardware, the physical office environment, and all offsite storage facilities. As ALS Canada transitions to a hybrid work environment, this role will partner with the CEO, SMT and the Office Manager to ensure the necessary infrastructure is in place to enable the staff to work efficiently and effectively.

Our ideal candidate is a critical thinker who takes initiative while demonstrating excellent judgment and a keen awareness of how the work connects with other areas of the organization and the community. They possess a flexible attitude, demonstrate calmness under pressure, and admirably balance a high volume of work with high-quality output. As a key member of the Senior Management Team, the successful candidate will be a culture leader in the organization, actively living our values of accountability, collaboration, compassion, integrity, resiliency and respect. They will be a team player, supporting the

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professional development of their direct reports and empowering the staff throughout the organization to effectively contribute to the financial and business processes.

Work Environment

ALS Canada is currently working remotely; this is a hybrid role and will involve in person work, as required.

What You Will Do:

Strategic Management:

- Provide strategic leadership to the business planning and analysis function to ensure that strategies and initiatives to support the long-term business goals are in place.
- Lead the development of new or improved business/financial modelling to support business plans/initiatives, ensuring that financial and planning assumptions are consistent with ensuring the long-term sustainability of the organization overall.
- Recommend and implement procedures and processes to ensure improved internal control and business process.
- Identify and develop ongoing strategies to generate higher operating effectiveness or process efficiency.
- Provide functional leadership with staff dedicated to the delivery of business-based information.
- Work with the Finance & Audit Committee, Board and CEO to provide support to the business planning, monitoring and financial management of the organization and to implement Board policies and directives.

Financial Management:

- Responsible for overseeing the preparation of monthly financial statements, reports and monthly variance reporting that are appropriate for the users and in accordance with Accounting Standards For Not-For-Profit Organizations (ASNFPPO) and Financial Accounting Standards (FAS).
- Lead and manage the ongoing review of the organization's financial performance with a focus on organizational performance management and measurement systems.
- Provide data and analysis to the Senior Management Team and their team members to enable tracking and reporting against strategic initiatives and overall performance.
- Responsible for the preparation of operational and strategic financial plans, forecasts and budgets while working closely with the senior management team.
- Direct the financial activities (accounting, internal audit, external audit) in a manner designed to safeguard assets with proper controls to meet industry and regulatory standards, internal reporting requirements and deliver support-focused financial management solutions.
- Responsible for treasury function including the management of cash flows, risk management and banking and investment relationships.
- Ensure the organization has the appropriate financing in place and oversees the management of the organization's investments.

- Oversee preparation of annual returns and annual audited financial statements and financial information in the annual report.
- Responsible for ensuring timely and accurate compliance reporting and statutory requirements are met. Including CRA, Industry Canada, gaming, provincial registration, Imagine Canada, GST/HST, employee/employer remittances.
- Responsible for HR/payroll oversight with the supervision of Accounting and Payroll/HR staff, review of the payroll input/output, review of payroll reports, year-end reporting and stop payments as needed and supervise the Human Resources function including benefits monitoring and cost control.

Data Management and Tax Receipting:

- Ensure, along with the VP Fundraising, the integrity and usability of the donor database.
- Ensure CRA regulations for tax receipting are adhered to.
- As an indirect part of the Data Management team, work with Fund Development to ensure regulatory compliance for tax receipting and oversight for processing of donation revenues.

Operations:

- Oversight for facilities including planning, negotiating, and managing leases and contracts.
- Oversight for IT strategy and requirements of the organization including managing relationships with IT vendors, VCIO, managed services provider, connectivity.
- Oversight and strategy for connectivity and requirements for the organization including telephony, mobile devices, internet connectivity.
- Oversight of office management including administration, supplies, materials, repairs, and maintenance.
- Responsible for all necessary insurance of the organization including Cyber coverage; work with the organization, insurance companies and the insurance broker on all incidents and claims.
- Act as the Privacy and Compliance Officer ensuring that all policies relating to privacy and compliance are followed.

Other:

- Serve as an ambassador for the organization.
- To meet the demands of the role, be available to work flexible hours from time to time, including weekends.
- Travel based on organizational requirements.
- Other duties as required.

What we are looking for:

Experience and Qualifications:

- Professional CPA designation required.
- Minimum 7-10+ years' experience in a senior financial role in a similar field.

- Minimum 3 years' experience in a senior financial role working in the charitable/not-for-profit environment.
- In-depth understanding of allowable revenue recognition methods for not-for-profits.
- Strong knowledge and understanding of Accounting Standards for Not-For-Profit Organizations (ASNFP) and FAS (Financial Accounting Standards).
- Experience with Sage Intacct and Blackbaud Raiser's Edge NXT (or similar financial and donor systems) is an asset.
- Strong Excel, Microsoft Office, and virtual meeting/collaboration systems skills.
- Experience in a granting organization and/or a logistics-intensive operation.
- Experience working with and presenting to Boards and Board committees and understands the roles, issues and concerns.
- Experience in change-facilitation and re-engineering of process and procedures.
- Broad business knowledge and experience with a high-level understanding of the organizational structure.
- Experience supervising and leadership for staff and managing external relationships.

Competencies and Skills:

- Strong financial acuity, analytical skills, planning and understanding of processes.
- Superior attention to detail with a proven track record of identifying and addressing anomalies and inefficiencies.
- Critical thinking to ensure that specific controls are in place and adhered to.
- Demonstrated success coaching, mentoring and developing team members.
- Persistence in advancing initiatives, creating and facilitating alternative service-oriented solutions.
- A collaborator who identifies opportunities for the organization and brings new ideas and concepts forward for discussion.
- Excellent time management and organizational skills with the ability to initiate and manage complex projects and handle multiple priorities concurrently.
- Excellent communication and presentation skills.
- A keen interest in the organization's mission and mandate and desire to help make a difference to people and families living with ALS.

Apply Today!

Submit a cover letter and resume in pdf format jobs@als.ca. Please be sure to indicate the job title in the email subject. Applications will be reviewed on an ongoing basis until the position is filled.

ALS Canada would like to thank all applicants for their interest; however only those selected for an interview will be contacted.

Why join ALS Canada?

A charitable organization that lives its values of accountability, collaboration, compassion, integrity, resiliency and respect, ALS Canada works with the ALS community to improve the lives of people affected by amyotrophic lateral sclerosis through support, advocacy and

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investment in research for a future without ALS. Fully funded by donors, we were fortunate to benefit from the generosity of Canadians during the Ice Bucket Challenge of 2014, and are now focused on implementing our 2018 to 2023 strategic plan in support of the following long-term impacts: people affected by ALS receive the best possible standard of care; more treatments are available to improve quality of life and extend lifespan; and people are empowered to make informed decisions about ALS.

Our world is challenging. The people we serve are dealing with a devastating illness. But in the midst of it, their resiliency and spirit is remarkable and moving. You will be touched by the community and will find a way to naturally and effectively engage.

ALS Canada is committed to accommodating the individual needs of job candidates, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), ALS Canada is committed to accommodating applicants with disabilities within our recruitment processes. Please contact the HR department at jobs@als.ca if you require an accommodation during the recruitment process.

ALS Canada is committed to being an equitable employer, we strongly encourage people from equity seeking groups to apply.