



Dufferin Child and Family Services is a multi-service agency providing Children's Mental Health, Child Protection and Developmental Support.

The agency currently requires:

1 – Permanent Full Time– Director of Corporate Services

We are seeking an innovative professional to assume a key leadership role within our agency. The successful candidate will have expertise in managing multiple portfolios including Finance, IT and Facilities/Property Management.

Major Responsibilities:

Finance

- Oversees and provides strategic analysis and action with respect to all financial requirements for the organization, including providing critical financial data to Senior Leadership, the Board of Directors and funders
- Oversees financial operations, including accounting operations, financial processing and financial systems
- Develops, schedules, prepares, compiles and submits the annual operating budget
- Oversees the creation and implementation of appropriate mechanisms for budget control including the development of planning assumptions and balancing strategies
- Ensures timely financial analysis, reporting, and statistical results against the financial plan
- Approves all financial reporting outputs
- Ensures timely and accurate filing of all corporate returns
- Oversees the external audits including preparation of the various year-end reports e.g. annual financial audit, Canadian Revenue Agency (CRA) audits
- Develops, implements, and ensures appropriate internal control systems and risk management plans
- Recommends long-term finance, accounting, and investment policies
- Oversees the procurement of goods and services for the agency including the development and maintenance of policy and procedures in keeping with legislative requirements and public sector procurement guidelines
- Ensures compliance with financial legislation, policies, procedures and adheres to various funding agreements
- Ensures General Ledger integrity and ensures accuracy and compliance with the Management Information System Standards and the approved budget
- Ensures appropriate capital, treasury, cash flow, expenditure control, and insurance arrangements are in place

Facilities

- Oversees the planning for all building and property transactions of the agency including the development of the business plans and related capital and financing analysis
- Oversees building and premises maintenance and physical plant security including building alarm systems, all technology and wiring components including door access

swipe cards, video surveillance equipment, telephone monitoring, and computer door monitoring

- Negotiates or oversees the negotiation of all property related leases and vendor contracts including leases, maintenance contracts, furniture and equipment contracts, Technological equipment and services contracts
- Reviews major vendor contracts or service contracts from a financial perspective
- Oversees project management services related to construction or renovation of any agency facilities including ensuring transparent and fair processes for tendering and awarding contracts

Information Technology

- Develops and implements an Information Technology Strategy to ensure alignment with business objectives of DCAFS
- Ensures the security, integrity, reliability and continual operation of the DCAFS network
- Oversees the selection, acquisition, development, deployment, monitoring and evaluation of DCAFS specific information systems and information technology initiatives
- Ensures the development and operation of the infrastructure to store and manage electronic client information
- Oversees system upgrades, roll outs and implementation in conjunction with the Technology Services team
- Ensures all necessary information systems and telecommunications policies, procedures and programs are developed and implemented
- Develops strategies, policies and procedures for managing agency information that will increase reporting capabilities

Qualifications:

- A recognized degree in finance/accounting and professional accounting designation with a minimum of 7 years experience
- Comprehensive understanding of not-for-profit organizations and the financial requirements therein
- Strong proficiency and aptitude with respect to technology
- Well-honed inter-personal skills with exceptional leadership, communication, critical thinking and analytical proficiency
- Demonstrated ability to work well within a team
- Exemplifies and inspires behaviours, actions and attitudes that are consistent with DCAFS vision, mission and values

If you are interested in this job opportunity, please apply by email on or before **Wednesday July 17, 2024** to hr@dcafs.on.ca quoting reference number **2024-016**.

As an employer committed to employment equity and accessibility for persons with disabilities, we encourage applications from members of equity-seeking communities including racialized and Indigenous persons, persons with disabilities, women, and persons of all sexual orientations and gender identities/expressions. Our hiring framework is founded in equity, truth and reconciliation, anti-black racism, and anti-oppressive practices.

DCAFS is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

DCAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at (519) 941-1530 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner

Thank you for your interest; however only those selected for an interview will be contacted.

Role Location: Orangeville, Ontario

Hours of Work: 33 hours

Reports to: Chief Executive Officer

Salary Range: \$108,000-\$125,000