



# ST. FRANCIS ADVOCATES

Posting #20-02

*Dedicated to Making a Difference*

Main Office: 7346 Arkona Road  
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[www.mysfa.org](http://www.mysfa.org)

*St. Francis Advocates is dedicated to making a positive difference in the lives of people with Autism and other Developmental Disabilities. We are committed to empowering people by promoting independence, providing opportunities, encouraging growth through education, developing partnerships, and collaborating with communities, within a caring environment.*

To assist in our current human resource needs, we are seeking to recruit **internally or externally**, someone who is dedicated to teamwork, understand commitment, accept responsibility, and possess exemplary verbal and written communication skills to the position of:

## Director, Finance and Payroll

### Overall Responsibilities:

The Director, Finance and Payroll will be responsible for the overall administrative and financial systems including finance/accounting, information technology and systems management. Reporting to the Executive Director, the Director of Finance and Payroll focuses on ensuring the organization maintains efficient and effective financial and operating systems and processes, high service levels and accountability across core business functions.

The Director of Finance and Payroll is a key member of the senior management team and is responsible for providing accurate financial information to the Executive Director, Board of Directors, stakeholders, and funders. The Director, Finance and Payroll works in close partnership with the Executive Director and senior leadership team to provide input on all major strategic and tactical decisions for the organization.

### Qualifications, Skills and Abilities:

- A minimum of 5 to 7 years of accounting /finance and administrative management in a formal leadership capacity is required
- University degree or college diploma in Accounting, Commerce or Business Management/Administration coupled with a CPA Professional Designation (Chartered Accountant, Certified General Accountant or Certified Management Accountant) preferred
- Strong accounting, audit, financial management and financial analysis skills. Sound knowledge of generally accepted accounting principles
- Understanding of non-profit accounting and charity law
- Results driven with a strong sense of urgency and an ability to meet tight deadlines and handle multiple projects simultaneously
- Demonstrated experience in developing and overseeing organization-wide administrative systems
- Ability to interact effectively as a senior member of the leadership team with the people we support, employees, donors, Board Members, and the volunteer community.
- Strong service orientation, interpersonal, verbal, and written communication skills required, with the ability to communicate operational issues impacting financial performance of the organization
- Strong proficiency in Microsoft Office Suite; strong skills in Excel and specialized data base and accounting software, specifically Sage.

**Qualified candidates are invited to submit a cover letter and resume by 4:00pm on Friday October 2, 2020 to:**

St. Francis Advocates - Attention: Human Resources - **Posting #20-02**  
Email: [HR@mysfa.org](mailto:HR@mysfa.org)

*St. Francis Advocates is committed to developing inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process, please advise Human Resources of accommodation needs to enable you to be assessed in a fair and equitable manner.*

*We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.*