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POSITION PROFILE

**DIRECTOR, FINANCE & ADMINISTRATION
RONALD MCDONALD HOUSE CHARITIES TORONTO**

October 2017

Position: Director of Finance and Administration

Reports to: Chief Executive Officer

Location: Toronto, Ontario

Organization Overview:

Since 1981, Ronald McDonald House Charities (RMHC) Toronto has served as a welcoming home for out-of-town families who travel to Toronto seeking medical care for their seriously ill children. Our 81-family House is much more than a place for families to stay however. We strive to provide a sense of normalcy for our families during a chaotic and traumatic time. The House is somewhere families can go about their regular routines – doing laundry, walking their kids to school, eating dinner as a family.

In 2012, RMHC Toronto extended its mission with the creation of in-hospital Family Rooms. Our Family Rooms replicate a home-like atmosphere, utilizing the same principles of support and comfort that our House provides – a quiet rest area, kitchenette, TV and sleeping accommodation for family members of children in the hospital. There are currently seven RMHC Toronto Family Rooms operating in hospitals across the Greater Toronto Area and in Sudbury.

The long-term vision of the Board of Directors is to expand our network of care and support for families of ill children through innovative program creation and expansion, while maintaining the standards of excellence in program delivery already in place. In order to execute on this vision, an ambitious plan to grow annual revenues is required.

RMHC Toronto is one of 14 Ronald McDonald House Charities chapters in Canada, each independently owned and operated. We are part of a global network of 364 Houses worldwide, and are fortunate to receive support and resources through Ronald McDonald House Charities Canada and the global organization.

Position Overview:

A key member of the Senior Leadership Team, the Director, Finance and Administration under the guidance of the strategic and business priorities provides leadership and managerial oversight for the financial and accounting policies as well as benefits administration.

Key responsibilities include budget development and monitoring, lead annual audit process, financial reporting to the Board and Finance & Audit Committees, monitoring cash flow and investments, payroll, employee benefits, coordination of the organization's information systems and leading/supervision of support staff. In addition to this, the individual will manage the integrity, policies and processes of key accounting information systems and ensure the Chapter meets all legal, ethical, professional and internally established requirements including Canada Revenue Agency, Generally Accepted Accounting Principles (GAAP), and International Financial Reporting Standards (IFRS) as relevant.

Role Responsibilities:

Management:

- Working in collaboration with the Executive Leadership Team, assume responsibility for the overall direction and supervision of staff, volunteers and organization's affairs;
- Design, propose and implement policies and procedures to safeguard internal controls and ensure quality of mission delivery;

- Exercise judgment at the highest level of proficiency with full fiduciary discretion and executive oversight, including policy interpretation and implementation;
- Provide support and strategic advice to the CEO and Senior Leadership Team regarding the operational and administrative infrastructure of the organization including finance, information technology, data management, grant administration and benefits administration;
- Provide support to and participate on the Finance and Audit Committee; and support the development and revision of the Financial Policies and Procedures of the House;
- Provide direction and expertise in non-profit accounting as well as supervision and guidance to accounting and information systems staff in processing transactions efficiently and accurately;
- Review, monitor and enhance internal controls related to financial procedures and information management;
- Ensure adequate financial and risk mitigation controls are in place including appropriate insurance coverage at all levels;
- Reviews all contracts from a financial perspective;
- Review and provide guidance in matters related to special events such as Gifts in Kind, gaming and licenses;
- Communicate and cooperate with other staff, partner organizations, Board of Directors, Committees; resolve day-to-day issues; engage stakeholders in problem solving and ongoing change management.

Accounting:

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with GAAP ;
- Assist the CEO and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings;
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures;
- Prepare annual charitable return (T3010) in a timely manner as appropriate;
- Lead the annual audit and liaise with the Board's Finance and Audit Committee and the external auditors as necessary;
- Document and maintain complete and accurate supporting information for all financial transactions;
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash;
- Reconcile bank and investment accounts as directed by the CEO and Board's Finance and Audit Committee;
- Review monthly results and implement monthly variance reporting;
- Manage the cash flow and prepare cash flow forecasts in accordance with policy;
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll;
- Review and provide guidance in matters related to donor database reconciliation with the G/L, designated donations, gifts of securities, gifts in kind, gaming, licenses, projection of revenues, and statements of direct & indirect costs;
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation;
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate;

- Liaise with the Board Treasurer and Finance and Audit Committee as appropriate;
- Prepare bi-weekly payroll and make appropriate tax remittances;
- Manage health and RRSP benefits; ensure that all statutory requirements of the organization are met including but not limited to Charitable Status, Withholding Payments (CPP, EI), Goods and Services Tax, Employer Health Tax, T-4's;
- Analyze and monitor reserve study implications for existing House.

Reporting:

- Responsible and accountable for the overall financial reporting including preparation of the financial statements, management reports & dashboards, financial analysis and recommendations;
- Prepare timely quarterly and year end forecasting;
- Develop the annual budget with collaboration from the Senior Leadership team and CEO;
- Calculate variances from the budget and report significant issues to management;
- Prepare financial analysis as needed;
- Prepare ad hoc reports (i.e. annual cost of a particular program) to support fundraising proposals and stewardship reports;
- Ensure compliance with CRA filings and other regulatory bodies, prepare the Charity tax return and other government financial reporting and remittances.

Payroll & Benefits Administration:

- Maintain the human resources (HR) information system and ensure accuracy of all accounting functionalities including but not limited to payroll, leaves, sick time and vacation accrual;
- Coordinate Human Resources policy reviews;
- Maintain personnel files and ensure security and privacy of the information contained within;
- Create and update employee job descriptions;
- Administer and assist employees with Group Benefit programs and the Registered Retirement Savings Plan.

Information Technology:

- Provide guidance to staff and volunteers with any hardware or software related issues;
- Play a crucial role in executing RMHC's Systems roadmap;
- Provide guidance and oversight for all accounting interfacing information systems including compliance with privacy regulations.

Required Competencies:

The ideal candidate will possess the following skills, experience, knowledge and competencies:

- Minimum 10+ years' senior management experience.
- A recognized accounting designation (CPA CGA, CPA CMA, CPA CA).
- Demonstrates commitment to, and strong knowledge of, the RMHC mission and supporting programs; a strong desire to make a difference in the lives of children, families and community.
- Outstanding interpersonal and relationship management skills - an innate ability to channel different points of view; able to establish and maintain trusting relationships and credibility; collaborative; effective negotiator.
- Leadership – moves others to action by planning, motivating, organizing and setting goals.

- Maturity – provides a good balance of risk taking and judgement, assertiveness and patience. Is known as a team player, and possesses the ability to create, lead and support a cohesive and successful team.
- Professional – unquestionable integrity, high moral and ethical behaviour.
- Thinks strategically, creatively, analytically, and pragmatically; able to anticipate future needs and identify opportunities.
- Well-developed analytical and planning skills and initiative to provide advice, solve problems and implement improvements.
- Understands that action leads to success and is able to balance the need for gathering data and building understanding, with the need to create and execute a plan.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Excellent written and verbal communication skills.
- A genuine, authentic, engaging personality; combines energy and enthusiasm with an approachable style.
- Demonstrated ability to work collaboratively and contribute to strategy at a senior level.
- Outstanding attention to detail and exceptional organization skills.
- Demonstrated ability to be innovative with cost and time efficiencies.
- Willingness and ability to learn new skills (e.g., new databases and technology) and adapt to changing environment.
- Knowledge of GAAP, IFRS and non-profit accounting.
- Familiarity with federal and provincial statutes governing the charitable sector.
- Proficient in the following computer applications: accounting software, MS Office package and internet.
- Ability to work independently and with minimal supervision and function as a team player.
- Excellent written and verbal communication skills.
- Excellent coordination, analytical, problem solving, and decision making skills.
- Proven excellent organizational skills, time management skills and attention to detail.

Contact Information:

Should you have any questions regarding this exciting and challenging opportunity, please contact:

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About LHH Knightsbridge:

Unlike other HR Consulting firms that are rooted in a particular area of expertise, **Lee Hecht Harrison Knightsbridge** (“LHH Knightsbridge”) was created from its inception to be different. We had a vision to reshape the way clients unlock their human and organizational potential by bringing together teams of specialists from a variety of disciplines: recruiting, leadership and organizational development, learning, career management, and workforce management, to provide more strategic advice, customized solutions, and seamless execution to their human capital challenges. Learn more at <http://www.lhhknightsbridge.com>