



DIRECTOR OF FINANCE AND ADMINISTRATION

Reh-Fit is Growing! Reach for Opportunity!

The Organization:

Established in 1979, the Reh-Fit Centre is a not-for-profit, charitable organization that has been recognized as Canada's first certified medical fitness facility by the Medical Fitness Association. Its mission is to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment. For more information visit www.reh-fit.com.

The Opportunity:

Reporting to the Chief Executive Officer, the Director of Finance and Administration is responsible for planning, directing, and controlling the financial functions of the Reh-Fit Centre and Foundation. This position will lead the financial accounting and reporting, budgeting, payroll and benefits, audit, and asset accounting functions. In addition, the position is responsible for information systems management, risk management and compliance, contract management, and acts as the Centre's primary Privacy Officer for PHIA and PIPEDA. The Director of Finance and Administration supports the Centre Board and the Foundation Board, supervises staff and leads them towards pursuing the vision of the Centre, a strong customer service philosophy, a professional image, and a commitment to helping people.

Key Responsibilities:

- Financial lead, offering financial expertise and oversight, advice, and direction to proactively improve operations;
- Ensure the accuracy, integrity, and timeliness of all financial accounting and reporting;
- In conjunction with the Board, develop and execute long and short-term financial objectives for the strategic plan;
- Manage and track investments in accordance with investment policies established by Foundation and Centre Boards;
- Prepare annual charitable returns in a timely manner as appropriate;
- Provide financial reporting at Finance Committee, Audit Committee, Finance and Investment Committee, and Centre/Foundation Board meetings, and at AGM;
- Provide financial reports to WRHA for service purchase agreement and any grants received;
- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the CEO and leadership team;
- Establish and monitor controls and policies to maintain the security and integrity of the information systems;
- Oversee asset/capital accounting schedules, processes, and records. Ensure accounts are accurate and updated regularly;
- Ensure all statutory requirements of the Centre are met including charitable status, withholding payments (CPP, EI), incorporation, and taxes;
- Act as Centre's Primary Officer for PHIA and PIPEDA;
- Oversee human resources services; and
- Develop and monitor the controls associated with engaging external vendors and contractors.

Selection Criteria:

- University Degree in Accounting, Finance, or related degree and a CPA designation;
- Minimum 5 years of management experience, preferably in a not-for-profit environment;
- Not-for-profit accounting experience is highly desirable;
- Strong financial reporting and information systems management skills;
- Excellent interpersonal skills, ability to communicate in non-financial terms, and capacity to interact confidently with diverse stakeholders, including high net worth individuals;
- Capable and willing to function in a team-based work environment;
- Skill in using membership and point of sale software would be an asset;
- Strong analytical problem solving, planning, and project management skills; and
- Ability to proactively identify opportunities for continuous improvement.



To apply contact Sonia Sharma quoting project #19110 at Sonia@harrisleadership.com