



**Director of Finance**  
**Full-time Permanent - 35 Hours / Week**  
**Location - Town of Parry Sound**

At the District of Parry Sound Social Services Administration Board (PSDSSAB), we are committed to providing caring human services that empower and enable the people we serve to improve their quality of life. As the Service Manager for the Province of Ontario, the PSDSSAB delivers Income Support, Housing Services, Early Learning and Child Care Services, and Women's Services. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, benefits, and pension package. We also encourage ongoing professional development and a healthy work-life balance.

Located on Hwy 400, approximately two hours north of Toronto, Parry Sound is situated on the shores of Georgian Bay in the UNESCO-designated Georgian Bay Biosphere Reserve. Parry Sound is a vibrant and dynamic community to live, work, and play.

**Overview of the Opportunity**

The Director of Finance reports to the CAO and directs the organization's overall financial management, developing and implementing accounting systems and procedures to facilitate the PSDSSAB's financial operation and reporting within legislative requirements. The Director of Finance operates with delegated authority from the CAO and is a member of the Senior Leadership team.

**Required Qualifications Include**

- Post-Secondary degree in Accounting, Finance, or a related discipline.
- Recognized professional accounting designation (CPA).
- Minimum of six years of senior management level experience in a public sector accounting environment.
- Extensive experience in financial accounting and reporting, budgeting and forecasting, risk management, and financial and strategic planning.
- Experience working in municipal government organizations, understanding financial roles and responsibilities, regulatory requirements, and a broad understanding of the sector.
- Excellent written and oral communication skills, including presentation skills and preparation of Board reports, exhibiting the ability to simplify and communicate complex issues for a cross-section of audiences such as the Board and management team.
- Ability to lead with credibility, integrity, and trust while achieving results and fostering a positive team culture.

**Principal Responsibilities Include**

- Directs the organization's overall financial management and develops and implements accounting systems and procedures to facilitate the financial operation and reporting of the PSDSSAB within legislative requirements.
- Leads the development, preparation, and submission of Board and Provincial budgets, ensuring the financial functions of the Board are conducted in a timely manner and in compliance with legislative requirements and policies of the Board.

- Development and responsibility for asset and risk management plans; ensuring the development of appropriate internal and external reporting for regulatory compliance purposes.
- Facilitates and completes financial reporting of all programs for the organization (i.e. preparation of budgets, forecasts, financial statements, quarterly reports, and year-end reconciliations, including risk assessments.), provides key highlights, anticipates trends, and communicates implications.
- Partners with the senior leadership team in strategic decision-making and operations.
- Advises program Directors in all financial matters and monitors program finances and funding, developing plans for corrective action if necessary.
- Designs and monitors internal control systems throughout the organization to safeguard the organization's assets. Ensures proper controls and systems are in place, documented, and understood to ensure successful audits concerning compliance and regulations.
- Responsible for all aspects of financial budgeting, funding, monitoring, and reporting for the non-profit housing providers in the district.
- Sets the Municipal Levy in a method consistent with Board Policy

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [jobs@psdssab.org](mailto:jobs@psdssab.org)

**We are proud to offer the following to our permanent employees**

Comprehensive benefits package (including dental, vision, paid sick time), OMERS Pension with 100% matching contributions, generous vacation entitlement, employee wellness, Employee Assistance Program, professional development, and hybrid work arrangements available.

**Salary Range**

To be negotiated

**Please submit a cover letter & resume referencing job ID 24N-06 by October 18, 2024**

**Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org**

1 Beechwood Drive, Parry Sound, ON P2A 1J2

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.