

The Alice Saddy Association envisions a welcoming, diverse and inclusive community where all people are valued and contributing citizens. We are committed to supporting people with disabilities and their families to make the connections needed for a meaningful self-directed life. The cornerstones of our mission, and vision are rooted in our core values of respect, collaboration, accountability and creativity.

**Position Description and Purpose**

Reporting to the Executive Director, the Director of Finance & Administration is a senior leadership role responsible for the overall financial stewardship, sustainability, governance, and administrative integrity of the Alice Saddy Association and its affiliated entities. The role provides both strategic and operational leadership to ensure strong financial controls, transparency, compliance, and long-term organizational viability in support of person-centered services.

The Director has executive-level accountability for all financial operations across the Alice Saddy Association, the Alice Saddy Foundation, and collaborative partner agencies supported by the Association. This includes oversight of budgeting, forecasting, payroll, financial reporting, audits, internal controls, funding compliance, purchasing oversight, cash flow, reserves, and financial strategy across multiple legal and funding structures.

In addition, the Director provides financial and operational oversight related to the Association's housing portfolio, including the administration of housing subsidies in partnership with the City of London, oversight of property maintenance expenditures, and the financial controls associated with housing and asset-related operations.

As a key member of the Executive Leadership Team, the Director of Finance & Administration serves as a strategic advisor to the Executive Director and Board of Directors, supporting informed decision-making, risk management, and governance accountability. The role works collaboratively with Directors of Supports, Human Resources, and the broader Management team to ensure financial practices align with service delivery models, individualized funding, workforce planning, and the Association's mission, values, and long-term strategic objectives.

**Included in this Role:**

Executive leadership of all financial operations, payroll, reporting, audits, compliance, forecasting, internal controls, and financial strategy.

**Excluded from this Role:**

Direct service delivery or routine program operations.

**Hours of Work:** 35 hours/week

**Salary:** Director Pay Grid (based on a 35-hour work week)

**Generic Accountabilities of All Employees**

As an employee of the Alice Saddy Association, I am accountable for:

- Performing to the best of my ability at all times
- Demonstrating commitment to the Association's values and goals
- Collaborating respectfully and effectively with colleagues
- Completing work responsibly and within required timelines
- Keeping my manager informed of progress, risks, and challenges
- Seeking clarification when expectations or responsibilities are unclear

**Job Duties and Accountabilities of This Role****1. Leadership and Role Modeling**

- Models organizational values and fosters a culture of accountability, transparency, and fiscal responsibility.
- Serves as a strategic advisor to the Executive Director and Board on financial and risk-related matters.
- Leads, supervises, and mentors the Finance team, including the Payroll and Bookkeeping Administrator and Coordinator of Finance.
- Ensures appropriate training, performance management, succession planning, and cross-coverage across critical finance functions.
- Maintains senior-level professional relationships with auditors, financial institutions, regulators, and funders.
- Participates as a member of the Executive Leadership Team and supports Board Finance and Audit functions.
- Participates in strategic planning and organizational performance reviews.
- Attends management, leadership, and staff engagement meetings as required.
- Promotes a workplace culture of safety, inclusion, accountability, and staff well-being

**2. Financial Management and Oversight**

- Provides strategic oversight of financial operations across all entities, including partner agencies, with responsibility for budgeting, forecasting, financial reporting, payroll, accounts payable and receivable, cash flow management, and reserve planning
- Leads the preparation of the annual operating budget, budget amendments, and multi-year financial forecasts.
- Provides quarterly and annual financial reporting to the Board, Executive Director, and funders.
- Oversees restricted and designated funds, including donations, grants, and special projects.

- Ensures accurate and timely financial reporting across all affiliated entities and collaborative partners.
- Establishes standardized financial policies, procedures, and controls across all related organizations.
- Identifies financial trends, risks, and pressures, and proactively presents mitigation strategies to leadership.
- Ensures safeguards for multi-entity cost allocation, inter-agency billing, and contract-based financial obligations.

### **3. Payroll and Statutory Compliance**

- Provides oversight and quality assurance for full-cycle payroll operations across all entities.
- Ensures compliance with Employment Standards Act, Pay Equity Act, CRA requirements, MCCSS funding conditions, and benefit remittance obligations.
- Oversees compensation controls, benefit administration, statutory deductions, ROEs, T2200s, and required payroll reporting.
- Accountable for payroll accuracy, internal controls, and audit readiness across multiple legal and funding structures.

### **4. Financial Systems, Internal Controls, and Audit Leadership**

- Oversees accounting and financial management systems, including SAGE and QuickBooks.
- Establishes and maintains robust internal control frameworks for receivables, payables, payroll, receipting, and partner billing.
- Acts as financial signing authority and ensures proper segregation of duties.
- Leads the annual external audit and liaises with auditors on behalf of the Association and affiliated entities.
- Ensures CRA-compliant charitable receipting processes and funding audit readiness.
- Ensures financial compliance for partner agencies and collaborative entities as contractually required.
- Maintains secure, confidential financial records and protects sensitive information., internal controls, and audit readiness across multiple legal and funding structures

**5. Strategic Financial Planning and Innovation**

- Collaborates with the Executive Director and senior leadership on long-term financial strategy.
- Supports financial analysis for individualized funding and service expansion.
- Evaluates insurance coverage, benefit plans, organizational risk exposure, and financial liabilities.
- Advises on reserve management, investment strategies, and financial policy development
- Identifies financial policy improvements and aligns with organizational growth.
- Aligns financial frameworks with organizational growth and evolving service models
- Collaborates with Human Resources & Support Services
- Collaborates with Human Resources on wages, benefits, staffing models, and workforce financial planning.
- Provides financial oversight for individualized funding models, including Passport.
- Provides financial guidance related to Individual Support Plans and service delivery costing

**6. Accountability, Ethics, and Compliance**

Ensures compliance with all relevant legislation and identifies and discloses conflicts of interest and ensures confidentiality of payroll, banking, benefits, and individualized funding information.

**Outcome of the Role if Performed Well**

The Association and partner organizations will demonstrate strong financial integrity, and sustainability. Leadership will have timely, accurate financial information to support effective decision-making. Funding will be managed ethically and transparently. Employees will be paid accurately and on time. The Board, funders and partners will have full confidence in the organization's financial stewardship.

**Values, Standards and Expectations that Affect this Role**

Work will be carried out in a manner that:

- Promotes the Association's mission, vision, and values
- Adheres to all organizational policies and procedures
- Reflects dignity, respect, autonomy, accountability, and integrity
- Ensures legal and regulatory compliance
- Builds trust through transparency and professionalism
- Maximizes effective use of resources
- Strengthens internal and external collaborative relationships

**Decision-Making Authority for This Role**

- Reports directly to the Executive Director
- Acts as financial signing authority
- Leads and directs finance staff
- Provides financial recommendations to the Executive Director and Board
- Escalates significant financial risk immediately
- Approves financial processes that affect multiple corporate and funding entities.

**Qualifications**

A post-secondary degree or diploma in Accounting, Finance, or Business Administration with an advanced certificate or designation in accounting preferred. Minimum five (5) years of progressive financial leadership experience, preferably in a non-profit developmental services environment.

**Knowledge and Experience**

- Advanced proficiency with SAGE and QuickBooks
- Strong knowledge of payroll, employment legislation, and non-profit funding models
- Advanced budgeting, forecasting, and financial reporting expertise
- High level of discretion, judgment, and confidentiality
- Exceptional written and verbal communication
- Strong analytical and problem-solving capabilities
- Advanced Microsoft Office proficiency
- Ability to manage multiple priorities in a complex operational environment

**Pre-hire Requirements**

- Relevant academic credentials
- Eligibility to work in Canada
- Clear Vulnerable Sector Check specific to Alice Sadty Association
- Three suitable and verifiable supervisory references
- Must be bondable
- Current Standard First Aid & CPR + AED
- Current CPI or Safe Management Certification
- Proof of COVID-19 vaccination (minimum two doses) per Association policy
- Valid driver's license, insurance, and motor vehicle record in good standing
- Philosophy aligned with the Association's Mission, Vision, and Values

**Working Conditions and Physical Requirements**

This role requires:

- In-office attendance in a temperature-controlled environment
- Prolonged sitting and computer-based work
- Occasional additional hours during audits, budget cycles, or fiscal year-end
- High attention to detail and sustained mental focus
- Out of town travel to partner agencies as required..

**DISCLAIMER**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice

**ACCEPTANCE AND AGREEMENT**

I, \_\_\_\_\_ (Please Print Employee Name), have had the opportunity to read and ask questions about the information contained in this job description. I approve it and I understand the requirements, essential functions and duties of the position.

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**Employee Signature**

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**Date**

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**Human Resources Signature**

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**Date**