



Sunchild Child & Family Services

Finance Director

Reports To: Executive Director

Organization: Sunchild Child and Family Services, Sylvan Lake, AB

Date: June 2024

ABOUT SUNCHILD CHILD AND FAMILY SERVICES

Sunchild Child and Family Services (CFS) is committed to both Prevention and Protection Services to ensure the well-being of Indigenous children and families:

- **Prevention Services:** Keeping families together in their community, minimizing the risk of children and youth in care, supporting reunification after child intervention involvement, providing a wide range of support services, and promoting cultural and traditional practices.
- **Protection Services:** Ensuring the safety of children in accordance with the Alberta Child and Youth Enhancement Act, collaborating with Prevention Services for reunification, and supporting families to maintain cultural connections while prioritizing child safety.

At Sunchild CFS, we uphold our values of Prevention, Cultural Safety, Decolonization, Reconciliation, and belonging, to create a future where Indigenous children and families can thrive in an environment rooted in their culture, traditions, and safety.



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ABOUT THE FINANCE DIRECTOR

As the Finance Director at Sunchild Child and Family Services, you will play a pivotal role in our organization's financial management. Working closely with the Executive Director, you will be responsible for various key tasks aimed at ensuring our financial health and compliance with relevant regulations. Your duties will include developing comprehensive financial reports and navigating funding opportunities and legislative requirements to guide financial decisions. Additionally, you will oversee the smooth operation of our financial systems while fostering collaboration among finance staff. This position offers a dynamic opportunity to contribute to the financial sustainability and effectiveness of our organization while upholding our commitment to creating a safe future for Indigenous children and families.

KEY LEADERSHIP ACCOUNTABILITIES

1. Financial Management

- Implementing and maintaining sound financial operations, systems, and procedures aligned with recognized accounting principles, policies, procedures, and guidelines.
- Driving the development of budgets and budget controls.
- Reviewing bank reconciliations & identifying transactions requiring further information.
- Preparing accurate monthly, quarterly, and annual financial reports compared to budgeted numbers.
- Collaborating with CFS supervisors to develop financial plans and forecasts.
- Analyzing financial data and providing insights for decision-making to the Director and the Board.
- Ensuring compliance with accounting standards and regulatory requirements.
- Implementing and abiding by controls to comply with security, privacy, and confidentiality requirements.

2. Cash Flow Management

- Plan and monitor CFS's cash flows to ensure sufficient funds are allocated and available for operational needs.

3. Accounts Receivable

- Reviewing & allocating received funding to departments within the accounting software, Xero.
- Managing & obtaining funding agreements.
- Ensuring consistency of the agreement reporting requirements and the accounting records.



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4. Payroll

- Reviewing and approving payroll entries, and ensuring consistency with payroll platform, accounting system, and benefits platform.
- Facilitating & working with finance staff to ensure timely payment of invoices while abiding by policies and procedures.
- Reviewing and approving purchase orders and payments to ensure compliance with policies and budget.

5. Year-End

- Participating in the year-end process including the review and/or preparation of working papers, schedules, analysis, and other required documentation.

6. Risk Management

- Identify risks and implement risk mitigation strategies to improve CFS's financial health, assets, processes, and internal controls.

7. Training & Capacity Building

- Fostering positive relationships with internal and external stakeholders to leverage partnerships and support a productive working environment, including funding agencies, suppliers, and auditors.
- Proactively developing collaborative and respectful relationships with all internal and external stakeholders/rightsholders including community members, partners, governments, agencies, services, media, etc.
- Providing mentorship and support to finance staff, facilitating skill development & providing valuable feedback for growth of finance team members.
- Reviewing and evaluating the annual performance of finance team members.

8. Financial Leadership

- Leading special projects as assigned by management.
- Driving initiatives to enhance financial performance, optimize resource allocation, and achieve CFS' strategic goals.
- Actively searching for appropriate funding opportunities for CFS' operations and investments.



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EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree or diploma in Accounting, or equivalent experience.
- Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAFM) designations are assets.
- 5+ years of accounting experience in a First Nation environment.
- Having prior experience in a leadership role is an asset.
- Possess excellent English verbal and written communication skills.
- Knowledge/Experience of Child and Family Services organizations is an asset.

Qualifications:

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Knowledge, Skills, and Abilities:

- Demonstrated experience in financial planning, analysis, and reporting.
- Strong analytical and problem-solving skills.
- Proficiency in cloud-based accounting software
- Proficiency in the Microsoft Suite (Word, Outlook, Excel, etc.).
- Strong attention to detail and proactive approach to work.
- Detail-oriented with strong organizational abilities.

Working Conditions:

- Physical Environment: This position involves routine time spent working on a computer and in an office environment.
- Mental Attention: A flexible mindset with strong planning and attention to detail aptitudes are required.
- Standard office hours – 9:00 am to 5:00 pm (Sylvan Lake, AB – Hybrid home and office)

We kindly ask all applicants to apply through MNP's officially managed process and to avoid speculative approaches to Sunchild Child & Family services and its staff members. Conducting such an approach will not support your application.