



OCAPDD is seeking applications from qualified candidates for the position of

DIRECTOR OF ADMINISTRATION AND FINANCE

MISSION:

The Ottawa-Carleton Association for Persons with Developmental Disabilities (OCAPDD) supports people with developmental disabilities through a holistic approach including:

- Individualized service planning;
- Providing a continuum of innovative community participation and residential options;
- Recruiting and developing an educated and experienced workforce;
- Advocacy for individuals with developmental disabilities, their families and support networks;
- Linking with the community, developmental and funding sectors.

VISION:

Individuals with a developmental disability live healthy, safe and secure lives as participating members of society, through equitable access to the broadest range of societal supports and opportunities.

KEY AREAS OF RESPONSIBILITY:

As a senior member of the management team and under the direction of the Executive Director, the Director of Administration and Finance is responsible to manage the overall operation of the Finance Department and the Administrative Office.

The Director of Administration and Finance is responsible for the maintenance of financial transactions and records including accounting, payroll, accounts payable, accounts receivable and cash management. Establishes and maintains internal accounting controls and ensures financial compliance with Provincial and Federal Regulations & requirements. Provides a full range of financial support and serves as an information resource on financial matters to the senior management team. Is responsible for vehicle lease contracts, insurance and IT.

EDUCATION AND EXPERIENCE:

- University degree in Accounting, Business Administration, Economics, Commerce or related field. Master's degree level preferred.
- Professional accounting designation (CPA) is required.
- A minimum of 5 years' experience working for a not-for-profit organization in a senior financial management role.
- Minimum of 2 years' experience working with Ontario Government budget reporting.
- Extensive knowledge of government reporting requirements in the not-for-profit sector, including Federal and Provincial legislation.
- Proven experience with financial computer programs, MS Office Suite and Great Plains Dynamics.
- Strong organizational skills and attention to detail, follow-up and accuracy coupled with good analytical skills as well as solid business acumen.
- Demonstrated experience in developing and overseeing organization-wide administrative systems, reporting and related decision making processes.
- Experience in managing an IT function and technical support within an organization.
- Bilingual preferred (English & French).

HOW TO APPLY:

Deadline for applications is **August 10, 2018**. Please forward applications to: dferguson@ocapdd.on.ca.

OCAPDD would like to thank all applicants who apply, however will only contact those candidates being considered for interviews.

OCAPDD is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. OCAPDD offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by OCAPDD regarding a job opportunity, please advise prior to the interview if you require any accommodation.