

Job Posting

Position:	Director of Finance, Risk & Operations	Job Status:	Permanent Full Time (hybrid)
Hours of Work:	Full time, permanent (8:30am-4:30pm)	Reports to:	Chief Executive Officer (CEO)
Location:	Belleville	Compensation:	\$112,526 - \$124,815
Date Posted:	November 18, 2024	Union/Non-union:	Non-Union
Closing Date:	Open until filled	Competition #:	2024-083

ABOUT US:

The Canadian Mental Health Association Hastings Prince Edward (CMHA HPE) provides a wide range of services and programs to support individuals aged 16 and older in achieving their mental health and addiction recovery goals. Committed to promoting mental wellness and resilience, CMHA HPE offers crisis intervention, addiction services, and mental health support, ensuring everyone in the community has access to the resources they need to feel well. By fostering inclusive and supportive environments, CMHA HPE empowers individuals to lead fulfilling and healthy lives. For more information, visit [CMHA HPE](#).

POSITION SUMMARY:

The Director of Finance, Risk, and Operations is a key strategic leader accountable for the financial health, operational efficiency, and risk management of the organization. This role involves comprehensive oversight of financial planning, budgeting, and accounting functions, ensuring the organization's compliance with all relevant legislation and regulations. As a member of the Strategic Leadership Team (SLT), the Director will play a central role in shaping both short- and long-term strategies, with a focus on achieving organizational sustainability and financial success. In addition to financial leadership, the Director will manage facilities operations to ensure a safe and efficient workplace environment and oversee data reporting to keep stakeholders and funders informed on progress toward organizational targets. Reporting directly to the Chief Executive Officer, this role includes supporting and mentoring the Finance Manager, who supervises daily financial operations, including payroll, accounts payable, and financial analysis. The Director's leadership will drive alignment with the organization's mission, values, and strategic goals, positioning the organization for sustained impact and growth.

DUTIES, QUALIFICATIONS & EXPERIENCE:

Responsibilities and Duties:

- Strategic Leadership
- Team and Operations Management
- Financial Planning and Controls
- Risk Management and Compliance
- Facilities and Operational Management
- Data Support and Stakeholder Reporting
- Community and Stakeholder Relations
- Other Responsibilities

Qualifications:

We are looking for a Chartered Accountant or CPA with 7+ years of recent experience in accounting or finance, a minimum of 5 years' progressive experience in full-cycle financial management (monitoring, reporting, auditing) and at least 2 years working in healthcare, public sector or non-profit.

Required Skills:

- Leadership and Team Development
- Strategic Thinking and Initiative
- Communication and Interpersonal Skills
- Analytical and Financial Skills
- Relationship-Building and Stakeholder Management
- Adaptability and Multitasking

Required Skills & Abilities:

- Communication
- Judgment and Decision-Making
- Commitment to Ethical Standards
- Ability to Work Independently and Collaboratively
- Physical and Travel Requirements



Canadian Mental
Health Association
Hastings Prince Edward
Addictions and Mental Health Services

BENEFITS AND PERKS:

At the Canadian Mental Health Association HPE, we prioritize the well-being and professional growth of our employees. We offer a comprehensive benefits package that includes health, dental, and vision insurance, a generous paid time off policy, and an employer-matched pension plan through HOOPP. Our team members enjoy flexible work arrangements to support a healthy work-life balance, ongoing professional development opportunities, and access to wellness programs and resources. Additionally, we provide a supportive and inclusive work environment that values diversity and fosters a culture of collaboration and respect. Join us and be part of a community dedicated to making a meaningful impact on mental health and well-being.

HOW TO APPLY:

Please submit a resume and cover letter to careers@cmhahpe.ca

ACCESSIBILITY STATEMENT:

The Canadian Mental Health Association HPE is committed to creating an inclusive and accessible workplace for all employees. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), we strive to ensure that our recruitment and hiring processes are barrier-free and provide accommodations for candidates with disabilities. If you require an accommodation at any stage of the recruitment process, please inform us and we will work with you to meet your needs. We are dedicated to fostering an environment that respects and values the diversity of our team and the communities we serve.