



Roots of Empathy
Racines de l'empathie

Director of Finance and Administration

Roots of Empathy is a charitable not-for-profit organization which provides empathy based programming to children nationally and internationally in the belief that empathy is the vehicle for changing the world and that children are the changers. Incorporated in 2000, Roots of Empathy was named after its flagship program of the same name; a program which was created in 1996 by Mary Gordon.

The national/international office, which is located in Toronto, Canada, is looking for a **Director of Finance and Administration**. Reporting directly to the President, and working closely with other members of the senior management team, the Director is responsible for financial management and reporting, information technology, human resources and administrative systems, as well as strategic and tactical matters relating to development of business plans, budget management, cost benefit analysis, financial forecasting and securing new funding.

Specific responsibilities include:

Financial Management

- Timely delivery of monthly and annual financial statements, including analysis, financial reporting materials for all funding segments, and supervision of all financial, project/program and grants accounting
- Leadership of the annual audit process, working with external auditors and the Board of Directors
- Oversight and leadership of the annual budgeting and planning process
- Management of organization's cash flow, forecasting, banking services, business policies, accounting practices and policy and procedure manual
- Presentation of important financial matters to the Board of Directors

Administration

- Oversee administrative functions (e.g., facilities, IT, HR) to ensure efficient and consistent operations.
- Work closely and transparently with all external partners including funders, third-party vendors and consultants.
- Work with the Human Resource consultant, to further develop Roots of Empathy's human resources and administration.
- Manage all financial-related systems.

Leadership

- Provide coaching, guidance, support and professional development plans to assist Finance team reach their potential.
- Develop finance goals that are fully aligned with the organization's mission and strategy and provide direction as to how this alignment may be achieved

The ideal candidate will possess:



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- A bachelor's degree at an accredited college or university, as well as a professional accounting designation (CA, CGA or CMA)
- An MBA would also be an asset
- 5-7 years of financial and management experience with day-to-day financial operations, ideally in a not-for-profit environment
- Knowledge of not-for-profit accounting in accordance with Canadian GAAP
- Excellent communications, interpersonal, organization and team-building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- The ability to wear many hats in a fast-paced environment and be responsive to the needs of all clients of the organization, including funding organizations and the Board of Directors
- Experience supervising staff, including regular progress reviews and plans for improvement
- Knowledge of organizational development, human resources and program operations
- Personal qualities of integrity, credibility and dedication to the mission, goals and values of the organization.

This is a permanent full-time position. Interested candidates should submit their applications, stating salary expectations, to jobs@brownconsulting.ca We thank all candidates who apply, however, only those chosen for an interview will be contacted. No phone calls please.

Submission deadline: August 5th, 2010