



THE KIDNEY FOUNDATION OF CANADA

Position Posting

~ Director of Finance & Administration Ontario Branch ~

The Organization:

One in ten Canadians has kidney disease and millions of others are at risk. Each day 15 Canadians learn their kidneys have failed. The Kidney Foundation of Canada is a national volunteer charity that exists for the enhancement of kidney health and, if possible, the elimination of the burden of kidney disease. It emphasizes:

- Hope through research and its translation
- Support through access to care, comfort and transplantation
- Empowerment through knowledge, advocacy and community
- Engagement through an informed public and effective public policies and strategies.

Job Summary:

Reporting to the Ontario Branch Executive Director and working directly with the National Director of Finance, and as a member of the Branch's senior management team, the Director of Finance & Administration provides senior staff leadership and support to the financial, administration, I.T. and planning functions of the Branch in support of its programs, services and activities.

The Director is responsible to ensure that the Branch conforms to Finance and Administration policies and regulatory laws and standards.

Key Responsibilities:

- Ensures accurate and timely collection, processing, reporting and analysis of financial data related to the Branch including the development and monitoring of annual budget.
- Provides training and support to staff in relation to financial matters and serves as staff support to the Branch Finance Committee
- Reviews and advises on leases and administrative requirements for office premises
- Informs the Board of possibilities in relation to risk management for Branch and Chapter activities
- Ensures compliance with the Alcohol & Gaming Commission of Ontario in terms of disbursements of funds and license reporting requirements
- Ensures effective and efficient systems support of Ontario Branch, Chapters, and the Canadian Kidney Trust locations

Required Skills:

- Relevant university education in Business
- An accounting designation (C.A., C.M.A., or C.G.A.) would be preferred
- A proven record of accomplishment in financial management/administration with seven or more years of progressive experience
- Strong working knowledge of organizational planning



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- A good understanding of Human Resource Administration procedures
- Conversant in the components of successful Management Information Systems, strategy and architecture (I.T., telephony)
- Computer literate: Microsoft Office and ACCPAC
- Strong interpersonal and communication skills
- The ability to work effectively with a diverse and multidisciplinary group of volunteers and staff
- Flexible and adaptable to changing demands and priorities
- Results-oriented, proactive, deadline-driven, self-starter
- Knowledge of and experience working in the non-profit sector would be an asset

Location: **The Kidney Foundation of Canada, Ontario Branch
1599 Hurontario Street, Suite 201, Mississauga, ON**

Position Status Full-time regular, 5 days per week

Apply to: Interested candidates should submit a cover letter and resume to:

The Kidney Foundation of Canada, Ontario Branch
1599 Hurontario St. Suite 201 ,Mississauga, On L5G 4S1
ATTN: Carol Kostoff, Manager ,Executive and Support Services
E-mail: ckostoff@kidney.on.ca
Tel : 1-800-387-4474 ext. 4972

Deadline: **Friday, August 3, 2018 (this position will remain open until a suitable candidate is found)**

The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.