



Children's Community Network
Réseau communautaire pour enfants
is currently seeking a
**Director of Finance and
Administration**
for the Sudbury area
Hybrid Work Arrangement

Permanent, full-time based on 35 hours per week
Annual Salary: \$86,950 - \$92,500

The Children's Community Network (CCN) is a non-profit agency who provides services to children, youth and their families. CCN offers a flexible work environment with a positive, caring, and supportive culture.

Reporting to the Executive Director, the Director of Finance and Administration will be a highly qualified and motivated Director who will provide strategic financial leadership, manage risk, and ensure compliance. This position plays a critical role in partnering with the Senior Leadership team in strategic decision making and operations. The Director will be a hands-on and participative manager who leads and develops the internal capacity to support and oversees all financial functions including the following areas: finance, business planning and budgeting, audits, insurance, human resources administration, payroll / benefits, and information technology.

Position requirements will include but are not limited to:

- Bachelor's Degree or diploma in Finance, Business Administration, Accounting, or related field.
- At Least 5 year of overall Senior Financial Management role; preferably in the not-for-profit/charitable sector.
- Experience in final responsibility for the quality and content of all financial data, reporting and audit for an organization.
- Ability to translate financial concepts to collaborate with program colleagues who do not necessarily have financial backgrounds.
- Ability to multitask and work under pressure to meet deadlines.
- Proficiency in financial reporting to funders and government.
- Knowledge of accounting and reporting software, computer competency with Sage 50 Premium, Microsoft Word, and Excel
- Experience in payroll/benefits/HOOPP pension and human resource management with knowledge in related legislation and Acts including the Employment Standard Act and Workplace Safety & Insurance Board.
- Experience with IT operations, including operating systems, security tools, applications, Microsoft Azure infrastructure & management, email systems, while ensuring projects are delivered smoothly on time and within budget.

A valid driver's license, access to a vehicle, and current insurance are required. The successful candidate must provide a clear vulnerable sector criminal reference check. The potential candidate will be expected to primarily work from home.

**Those interested in this position should send their current
resumes to:**

Mary-Katherine Howe, Executive Director
Children's Community Network
Tel: (705) 566-3416 ext. 2547
Email: mhowe@ccnsudbury.on.ca

Children's Community Network 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 would like to thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.