

OVERALL RESPONSIBILITIES:

The Director of Corporate Services is responsible for efficient management of the Agency's Accounting Department in adherence with Generally Accepted Accounting Principles, Ministry of Community and Social Services Operating Agreements, Regulations and Guidelines, Accreditation standards, and Community Living Chatham-Kent By-laws. This position is also responsible for the Information Technology, and Facilities Management departments, as well as central administration offices.

The Director of Corporate Services will provide timely and accurate financial information conducive to effective decision-making by the Executive Director, other management personnel, the Board of Directors and its committees.

POSITION ACCOUNTABILITIES:

1. Related to People Accessing Services and Supports

- Promotes the goal, vision, and beliefs of the Agency
- Participates in planning using complex influence strategies

2. Related to Policy Development

- Ensures that all policies and procedures affecting the department areas are current and reflective of legislative requirements
- Prepares and presents proposals for policy development and/or changes to the Executive Director
- Ensures that employees are in compliance with the policies and procedures
- Initiates and maintains effective financial system standards and internal control policies and procedures

3. Related to Human Resources

- Promotes a cordial, harmonious working atmosphere that is respectful of employee contributions
- Ensures that the Collective Agreement and Personnel Policies are followed
- Collaborates with the Human Resources Director to review and assess the agency's pension and group benefit plans and costs.
- Prepares and participates in Collective Agreement negotiations
- Provides a supportive learning environment that facilitates employee growth and development while managing change and holding people accountable for performance

4. Related to Financial Management

- Ensures all Agency financial and related legal obligations are met
- Ensures the Executive Director is continuously informed regarding financial position, insurance coverage, cash and investment status, and financial and related legal obligations
- Ensures financial integrity through the timely and accurate processing of all accounting data, reports and statements, and receipt of appropriate approvals
- Prepares and manages the Agency's annual budgets in collaboration with the Directors
- Responsible for cash flow and investment management
- Assists Agency external auditors in annual audit, ensuring all required schedules and worksheets are prepared in a timely and accurate manner
- Oversees the management of insurance policies
- Ensures effective internal controls are in place and followed
- Preparation and issuance of CRA Registered Charity Information Return

5. Related to Health and Safety

- Carries out responsibilities as required by the Occupational Health and Safety Act, related regulations and adheres to the Community Living Chatham-Kent Health & Safety Policy Statements
- Promotes a healthy and safe work environment
- Acts as an active member of the Management Health and Safety Committee

6. Related to Community Development

- Represents Community Living Chatham-Kent in a manner that conveys the nature and philosophy of the agency
- Promotes the goal, vision, and beliefs of Community Living Chatham-Kent

7. Related to Documentation

- Prepares reports, briefs, proposals and correspondence necessary for the efficient financial operation of the Agency
- Ensures audit trail integrity is maintained
- Oversees management of related record retention policies

8. Related to Agency Property and Equipment

- Ensure all agency property and equipment is treated with due care and respect

POSITION TITLE: Director of Corporate Services

DEPARTMENT: Administration

- Ensures security and accurate record keeping of agency assets
- Ensures asset and computer policies related to assets and equipment are in place and followed
- Oversees the Facilities Management function, budget, and record keeping

9. Related to Communications

- Ensures that necessary information is relayed to all employees and other persons within the administrative area
- Oversees the Information Systems function, budget, and record keeping
- Ensure policies are implemented to ensure up-to-date computer hardware and software, safe storage, backups, and security of information
- Liaises with external agencies and professionals

10. Related to Committee Functions

- Actively represents the Agency on external committees as designated by the Executive Director
- Presents financial information, and records minutes at monthly Finance Committee meetings
- Presents annual budgets and annual audited financial statements to Finance Committee and Board of Directors
- Actively participates on internal committees as assigned by the Executive Director
- Uses networks to enhance strategic influence opportunities

ACCOUNTABILITY:

The Director of Corporate Services is directly accountable to the Executive Director

HOURS:

Normal hours of work are 40 per week, with starting times established by the Executive Director through the dictates of financial requirements. Considering the professional nature of this position, the Director will attend necessary events outside normal working hours.

BENEFITS:

As outlined in the Agency's Personnel Policies, which are an integral part of this job description.



POSITION TITLE: Director of Corporate Services

DEPARTMENT: Administration

MINIMUM QUALIFICATIONS:

Minimum CPA Professional Education Program (PEP) level with 5 years in a management position

Fully vaccinated against Covid-19

Date

Signature of Employee