

Position Profile

1. Position Information

ORGANIZATION	Klinik Community Health Centre
TITLE	Director of Finance & Operations
LOCATION	
REPORTS TO	Executive Director
LEVEL/GRADE	
DATE	December 2022

2. Scope of Position (role, purpose, major areas of accountability)

The Director functions as a key part of the senior leadership team to advance Klinik's Vision, Mission, and Strategic Plan in alignment with our Values. The Director participates in the development and implementation of the plans, policies, procedures, and practices to ensure high quality service and organizational effectiveness.

The Director is responsible for all aspects of the department's role and functions within Klinik. This includes the development, implementation and oversight of the required systems, safeguards and policies to ensure the effective management, control and reporting of all functional centres and ensure compliance with all applicable legislation/regulations, contractual obligations and best practices.

Scheduling flexibility may be required, including evening and weekend work and limited travel.

3. Key Responsibilities

Strategic Leadership

- Encourage and facilitate fulfillment of the Vision, Mission, and Strategic Plan of Klinik, in alignment with our Values
- Participate in organizational strategic, operational, and financial planning, execution and monitoring
- Identify key organizational risks and contribute to/participate in mitigation strategies and plans
- Contribute to the development of a framework of organizational policies, procedures and guidelines that provide clarity for staff and volunteers and further the interests of Klinik and our work as a community health centre

Senior Management

- Lead Finance & Operations Departmental strategic, operational, and financial planning including implementation and on-going oversight and evaluation in alignment with Klinik's Vision, Mission, and Values
- Assume a lead role on specific organizational requirements/priorities/projects as assigned by the Executive Director
- Leads a team of staff, ensuring efficient and effective delivery of departmental and agency priorities
- Ensure that mechanisms exist to monitor adherence to legal requirements, contractual obligations, established standards and Klinik policies and procedures and to address issues as they arise
- Foster an environment that values quality and safety (including cultural safety), encourages improvement and welcomes new ideas

Finance & Accounting Leadership

- Participates in strategic planning and identifying short- and long-range financial goals to ensure that present and futures needs of the organization are met
- Oversees the finance, accounting, budgeting and reporting functions

- Ensures adequate fiscal stewardship, internal controls and timely reporting, including required reporting for the Winnipeg Regional Health Authority (WRHA), the Province of Manitoba, and other funders and partners
- Provides finance and accounting leadership and support to the Board of Directors
- Oversees the annual audit process and liaises with Board appointed external auditors on all related reporting and documentation issues
- Ensures Canada Revenue Agency (CRA) filing requirements are fulfilled, such as General Sales Tax (GST) rebate, and the Annual Charity Report.
- Oversee payroll services and associated administration, including ensuring compliance to related regulations and collective agreements, and reconciliation of remittances and general ledger accounts.
- Ensures leadership team has access to updated information regarding the status of payroll/salaries budget and all position control processes including tracking the equivalent full-time (EFT) complement and internal movement and vacancies

Information Technology and Systems

- Provides oversight of Klinik's IT and phone systems, in collaboration with external service providers
- Ensures staff have the support and equipment they need to perform their jobs
- Responsible for the IT and systems budgets

Building

- Oversees the building and equipment assets and services including site maintenance and security activities, ensuring issues are resolved in a timely manner and Klinik assets are maintained
- Ensures staff have a safe place to work and prioritizes security and safety in our workplace
- Responsible for the Building and Maintenance budgets

4. Knowledge, Education and Experience (specialized knowledge, normal level of education associated with function/discipline, professional prerequisites, and minimum years and type of experience required to perform at full level of position)

- Recognized Canadian Professional Accounting designation, including membership in good standing with CPA Manitoba or a master's degree in business administration or a related field
- Minimum 7 years experience in finance and accounting, including 3 years at a management level, along with previous experience in program management and working with non-profit organizations.
- Knowledge of relevant best practices, national and provincial standards and legislation and regulations required
- 4-5 years support services and/or operational related experience, including information technology
- Knowledge of and experience with Health Authority funding policies preferred
- Experience with and commitment to Reconciliation, and to dismantling racism and oppression within policies, procedures, and practices
- Demonstrated skills and experience in related software (current systems are Payworks and Microsoft Dynamics GP), including proficiency in Word and Excel required

5. Skills and Attributes (those skills and/or attributes necessary to perform effectively in position and within the environment/organization)

- Consistent demonstration of alignment with Klinik's Vision, Mission and Values.
- Demonstrated ability to function and lead strategically and effectively in a high pressure, diverse and dynamic environment
- Demonstrated leadership, motivational and team-building skills using a progressive, collaborative management style with the demonstrated ability to effectively engage, inspire, empower, challenge, and coach teams and is comfortable sharing/delegating decision-making.

- Demonstrated superior communication and change management skills.
- Demonstrated commitment to person centered, culturally safe care.
- Dynamic leadership style focused on leading self, engaging others, achieving results, developing coalitions and systems transformation.
- Proven ability to coach and develop team members; build trust; and inspire people to pursue quality, safety and innovation in all aspects of their work.
- Demonstrated commitment to continuous improvement and a safe and healthy work environment.
- Demonstrated ability to deal tactfully with sensitive issues in a confidential matter.
- Must be able to obtain and maintain clear Criminal Record Check and Abuse Registry checks

6. Leadership (reporting relationships & supervisory responsibility) (Klinik)

- Number of direct reports: 1
- Number of indirect reports: 4

EMPLOYEE SIGNATURE

DATE

MANAGEMENT SIGNATURE

DATE

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