Community Foundations of Canada
Fondations communautaires du Canada

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Director of Finance

Community Foundations of Canada is seeking a Director of Finance. In this dynamic full-time position in Ottawa, the successful candidate will oversee the efficient management of all aspects of the financial administration of Community Foundations of Canada (CFC). CFC is the member association for Canada's community foundation movement – one of the fastest growing forces for philanthropy in Canada and internationally.

The Director of Finance is a vital participant in the achievement of CFC's **mission to build stronger communities by enhancing the philanthropic leadership of community foundations.**

The position includes:

- Budget development, forecasting, analysis and reporting
- day to day financial management (payroll, banking, cheque preparation, bookkeeping);
- preparation of monthly financial statements;
- facilitating the annual audit process;
- administering CFC's benefits plan;
- planning logistics of all meetings (hotels, travel, etc.);
- implementing and maintaining an inventory management process;
- negotiating with suppliers.

Qualifications include:

- relevant post secondary diploma or degree, professional accounting designation and a minimum of 3 years relevant and progressive work experience in a similar role in a computerized accounting environment, preferably in a not-for-profit organization
- outstanding ability with computer technology – accounting packages (currently using Quick Books), Ceridian payroll, and Microsoft Office, plus working knowledge of relevant Acts and Statutes governing financial operations, payroll, human resources, and records management ;
- ability to provide advice and suggest new and efficient directions;
- experience in negotiating with suppliers, hotels, etc.;
- ability to work in English and French is preferred;
- available for occasional travel within Canada.

The position is accountable to CFC's Chief Executive Officer through the VP, Administration. If interested, please apply by e-mail in Word format by March 3, 2008 to Milly Baino at mbaino@cfc-fcc.ca

For information on CFC please visit our website at www.cfc-fcc.ca