

External Job Posting:

Director, Corporate Supports

AGENCY OVERVIEW:

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

POSITION OVERVIEW:

The Director of Corporate Supports is a member of the Executive Team and a strong leader. You ensure infrastructure and support systems at Carizon are stable, accurate, dependable, and poised for growth. You have strategic and operational accountability for all Finance, Facilities and Information Technology matters. You have an analytical mind. You are a continuous and quick learner who leads and nurtures innovation across all your portfolios.

You foster your teams to support employees across the organization, giving them the information, facilities and technology systems to perform their jobs efficiently and with the tools they need to be effective. You inspire your team members to strive for excellence in customer service and quality.

This is a full-time contract position until June 2020.

RESPONSIBILITIES:

Finance

- Accountable for the stewardship of the agency's financial assets, through development of sound operating and capital budgets, accurate and timely internal and external financial reporting, forecasting of cash flow and operations and maintaining an effective system of internal controls
- Ensure accurate and timely processing of payroll and payments to vendors
- Analyze and interpret financial information in order to appraise operating results in terms of the financial goals, performance against targets, and other matters bearing on the fiscal soundness and operating effectiveness of the organization
- Work with Directors as a strategic business partner to identify opportunities to improve performance, reduce costs and foster effective use of resources. Develop analyses and reporting practices that are easy for others to understand and use.
- Identify and evaluate business strategies, determining the viability of changing management initiatives
- Act as the primary liaison between the Board's Finance & Investment, and Audit Committees to ensure the board is kept fully informed on the financial condition of the organization and all important factors influencing it

Information Technology

- Develop and oversee the agency's strategic and operational information technology plans, ensuring the development of such plans includes customer engagement and are tailored to their needs.
- Oversee the integrity and operation of Carizon's outsourced cloud-based IT systems, through relationships with external service provider and development and accountability of service level agreement metrics.
- Oversee the improvement of software and hardware infrastructure using new and best practices to protect the security and integrity of the agency's data while enhancing usability of the systems and fostering financial sustainability
- Lead the development of disaster recovery plans and policies
- Stay informed on new or emerging trends and innovative technologies that provide clear benefits to the organization and programs and lead the change management processes to gain acceptance and understanding of strategic initiatives

Facilities

- Lead the strategic oversight and planning for the effective use of multiple facilities across the region to ensure they meet employee and client needs
- Oversee the day to day management of such locations, including monitoring agreements with major contractors
- Manage lease agreements and liaise with landlords and lessees and for planning significant changes in property locations
- Ensure the safe operation of Carizon workplaces and meets the legislative requirements of the Occupational Health and Safety Act (OHSA)

General

- Collaborate with other members of the Executive Team on strategic and tactical planning
- Coach employees to be all that they can be and foster an environment that values the voice of employees, customers and families.
- Create or approve company-wide policies and procedures, ensuring they meet or exceed compliance requirements and best practice standards
- Oversee identification of financial, IT, facility and professional risks and mitigation through insurance

REQUIRED CREDENTIALS:

- Honours Business degree or equivalent. MBA and/or project management expertise are assets.
- Demonstrated strong leadership skills with ten or more years of management experience
- Experience and knowledge in finance, including oversight of accounting systems, budgets, internal controls, business planning, and asset management
- Broad understanding of, interest in and/or experience with overseeing information technology as it pertains to innovation
- Knowledge of legislative requirements related to, but not limited to, finance, information technology, occupational health, building codes and privacy.
- Experience with coaching and development of management-level employees
- Advanced proficiency with Excel
- Exceptional written and verbal communication skills and an ability to simplify complex concepts to further understanding

HOW TO APPLY:

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: hr@carizon.ca quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

**Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<u>SALARY:</u> Management Grade H \$46.49 to \$60.38 per hour	<u>STATUS:</u> Contract, Full-time	<u>COMPETITION NUMBER:</u> 33-19 (NUC-31)
<u>LOCATION:</u> Kitchener/Waterloo	<u>HOURS OF WORK:</u> Full-time	<u>POSTING PERIOD:</u> Until Filled
<u>EMPLOYEE GROUP:</u> Non-Union	<u>SCHEDULE:</u> Monday to Friday	<u>START DATE:</u> To be determined