



THE PENTECOSTAL ASSEMBLIES OF CANADA (PAOC)

A faith based non-profit organization ministering to the Christian Community

POSITION: Director of Finance and Accounting (DFA)
HOURS: Full-time
START DATE: August 1, 2021

This position reports to the Executive Officers Committee through the General Secretary Treasurer, and the General Executive through the Audit Review Committee, and will:

- Lead and nurture a strong fiscal governance atmosphere within the organization.
- Promote the financial perspective in all aspects of the organization.
- Interpret and present financial performance of the individual departments within the organization to all stakeholders at the request of the Executive Officers Committee.
- Lead the IT solutions and systems for the organization.

ACCOUNTABILITIES:

- The DFA role is responsible for all financial aspects related to The Pentecostal Assemblies of Canada (PAOC).
- The DFA must understand all drivers of revenue and expense of each department of PAOC and partner with the Executive Officer Committee to establish and recommend effective strategies to ensure the financial well-being of the organization.
- The DFA role provides counsel on deployment of capital, new initiatives, cost-reduction efficiencies, joint venture opportunities, and strategies for maximizing the efficient and effective operation of the organization.
- The DFA actively participates in the Finance Committee and any other committees/boards as requested by the Executive Officers Committee.

Shaping/influencing business strategies

- Responsible for the integrity and preparation of departmental financial statements and legal entity consolidated financial statements in consultation with the Executive Officers Committee, and in accordance with generally accepted accounting principles (GAAP).
- Serve as chair of the Budget Committee, which is responsible for the strategic short and long-term financial planning of the organization.
- Provide financial decision-making services through financial analytical support studies of operations, and the development and operation of planning/decision-making models.
- In consultation with the Executive Officers Committee, maintain liquidity and capital at sufficient levels.
- Conducting financial analysis and planning with a view to supporting the Executive Officers Committee with insightful information.

Direct the preparation of annual and quarterly statements

- In a timely fashion develop the annual Business Plan (budget), and report on it monthly, highlighting actual performance versus plan with recommended corrective action where necessary to the Officers and departmental leaders.
- Proactively develop and manage relationships with External Auditors, Federal/Provincial Tax Auditors, etc.
- Influence and direct the preparation, integrity, and submission of designated statutory returns to government regulatory bodies as required.
- Responsible for the integrity and preparation of PAOC financial statements in accordance with generally accepted accounting principles (GAAP).
- Develop and administer financial policies/procedures and to administer all contracts involving financial operations.
- Work with the Executive Officers Committee to develop effective risk management strategies, including policies, procedures, controls, and reporting.

People Management/Leadership

- Provide leadership to the finance team and staff handling day to day accounting functions to ensure that all current accounting and reporting standards are known and understood and properly disseminated for application.
- Provide leadership and advise on the preparation of monthly financial operating results both by department and on a consolidated basis.
- Attract, develop, and retain talented personnel within all areas of finance and IT.
- Establish individual performance targets for all accounting and IT staff and complete individual performance reviews annually.
- Provide leadership to Affinity Partnership program.

Operations/Business Effectiveness

- Direct financial and operational performance management by evaluating individual departments performance, highlighting opportunities and risks, and making recommendations to established deadlines.
- Provide financial analysis and make recommendations regarding proposed capital expenditures, investments, new initiatives and operating financial plans.
- Assess and advise on the impact of selected internal and external factors and trends on the overall financial health of the organization.
- Evaluate and measure internal finance and accounting service standards through annual surveys.
- Assess financial performance and best practices of peer groups in the charitable organization category and outline actions to be taken to improve performance.
- Develop and recommend strategies in treasury and balance sheet management to maximize Return on Capital.
- Provide overall accountability for ensuring that the accounting software is effective and provides all required information / reports in a timely, accurate and cost-effective manner.

Information Technology

- Responsible for the PAOC's information technology strategy to ensure maximum value is realized, in a cost effective and timely fashion. Accountable for analyzing, designing, and re-engineering business information processes; also responsible for the development, deployment, and maintenance of business applications, including the data warehouse.
- Manage the IT teams/vendors that support network server infrastructures, client hardware and software, account management and controls, and database administration, ensuring that they are aligned to support PAOC's ability to successfully meet its business objectives.
- Design, and direct all operational activities, as well as provide direction and support for IT solutions that enhance mission-critical business operations.
- Work closely with decision makers in each department to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.
- Chair the IT Steering Committee and ensure departmental projects and priorities are considered.

CORE COMPETENCIES:

- Professional accounting designation (CPA).
- Knowledge of the financial planning process.
- Advanced management/leadership skills sufficient to lead/motivate staff to achieve planned objectives.
- Appropriate work experience in large organizations allowing an understanding of the business needs of an organization, such as PAOC, and enabling the development of complex programs and projects across all areas of the organization leading to significant operational improvement.
- Influencing skills sufficient to significantly promote and/or negotiate in situations that involve recognizing and responding to underlying concerns outside of the reporting relationship.
- Problem solving skills sufficient to creatively develop unique approaches and solutions necessary to resolve complex problems.
- High level of competence with technology and proficient in financial systems.
- Specific personal history with PAOC.
- Demonstrated ability to apply IT in solving business problems.
- In-depth knowledge of applicable laws and regulations as they relate to IT.

PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

RESUMES MAY BE SUBMITTED BY: JUNE 14, 2021

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-OR-

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