



north east outreach  
and support services

**DIRECTOR OF FINANCE**  
**POSITION DESCRIPTION**

*DIRECT SUPERVISOR: EXECUTIVE DIRECTOR*

**DUTIES**

The Director of Finance is a hands-on and participative position that reports directly to the Executive Director. They are an integral part of the Senior Management Team.

The Director of Finance is responsible for all business and financial operations for NEOSS. This includes budget preparation and monitoring, financial analysis and reporting, accounting, payroll and benefits, procurement, policy development, risk management and investments.

The Director of Finance supervises staff that works in the business and financial areas of the organization. In collaboration with the Director of Operations the Director of Finance will be responsible for Human Resources duties for NEOSS.

Contact with employees, the public, and outside agencies is regular and frequent. This position requires an individual who is flexible with respect to their work schedule and is willing to commit to meet fixed deadlines.

**EXPECTATIONS**

- Follow a strict code of Confidentiality at all times;
- Adhere to agency policies and procedures;
- Maintain professional and ethical boundaries
- Represent North East Outreach and Support Services Inc. in a positive manner
- Participate in community awareness events
- Work independently and in a team atmosphere, in accordance to the agency philosophy, mission and goals
- Complete administrative documentation related to position duties, including outcome measurements, statistics, report writing, timesheets, and expense claims
- Complete required valid training within 30 days of hire:
  - CPR/First Aid

**QUALIFICATIONS**

- Bachelor's degree in Business, Accounting, or Finance or equivalent amount of training and/or experience
- A Master of Business Administration or CPA designation would be considered an asset
- An extensive knowledge of Microsoft Office Programs, Sage 50 and Payworks would be an asset
- Excellent interpersonal and communication skills
- Must be bondable
- Ability to multitask, organize and prioritize
- Possess a valid Saskatchewan driver's license

- Must be prepared to provide a criminal records check, vulnerable persons check and third party liability

**Skills, Knowledge and Abilities**

- Knowledge of accounting processes and reporting requirements (GAP), government and funding agencies, change management, human resources and payroll functions, procurement procedures, accounting, spreadsheet and word processing software, decision making, strong leadership, above average communication, negotiation, staff supervision and strategic planning skills, ability to maintain confidentiality, coach and mentor employees, establish and maintain relationships, and work independently and as part of a team.