



**Canadian Mental  
Health Association**  
Prince Edward Island

**Employment Opportunity  
Director of Finance, Administration,  
& Corporate Support**

The Canadian Mental Health Association (CMHA) is the nation-wide leader and champion for mental health. CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

The PEI Division of the Canadian Mental Health Association requires the services of a qualified individual to work as Director of Finance, Administration, and Corporate Support. This is a **one (1) Full-Time Employment (FTE) permanent position**. This position will be located at our Charlottetown office.

**No. of Vacancies: 1 Full -Time Employment (FTE) permanent position**

**Job Summary:**

- Implements strategic plans and manages operational objectives.
- Prepares, administers, and monitors the annual budget for the organization.
- Analyzes financial statements and recommends action when variances are identified.
- Prepares monthly, quarterly, and annual reports for the Executive Director and Board.
- Works directly with internal program managers to ensure that effective budget management structures are in place for each program budget.
- Works directly with the organization's accountants and/or auditors to ensure that financial accounting and annual financial reports are prepared in accordance with standard accounting procedures.
- Ensures that proper management control systems and policies and procedures are in place and utilized at all times.
- Handles all property capital replacement plans and provide oversight for facility management of all CMHA properties
- Participates in the development and the administration of the organization's alternative revenue generation strategy.
- Monitors and coordinates the management of all investments.
- Ensures that the organization's HR policy guidelines are up-to-date, provides education and support to all program managers around policy interpretation and administration.
- Develops a Performance Management Plan for CMHA and ensures its implementation in the organization.
- Ensures that all employees' benefits are properly administered and up to date.
- Evaluates individual and over-all team performance on a regular and on-going basis.
- Ensures that staff, volunteers, and CMHA properties are properly and adequately insured.
- Works directly with external funders (governments, corporate) to ensure that funding accountability is complied with.
- Perform other duties that maybe required from time to time.

**Requirements:**

**Education:**

- Bachelor Degree in Business Administration or Commerce
- Master's Degree would be considered an asset
- CPA preferred

**Experience:**

- 5-10 years' work experience in a Management capacity
- Experience working in a similar role is preferred
- Advanced proficiency in using SAGE 300 accounting software and MS Office software applications

## **Key Skills and Abilities**

- Knowledge of Finance, accounting, and general business practices normally associated with attainment of an accounting degree (e.g. CGA, CA, CMA)
- Knowledge of GAAP and ASNPO
- Knowledge of, and skills necessary to produce timely, accurate financial reports/statements
- Knowledgeable and experienced with community-based, non-profit, client services based organization
- Knowledge of reporting requirements of funding sources including government and charitable agencies
- Experience at leading and managing projects, including alternative revenue generation initiatives (fund-raising)
- Excellent organizational and interpersonal skills
- Excellent written and verbal communication skills
- Ability to work independently and within a team environment
- Ability to lead a team and meet set goals and deadlines.
- Demonstrated ability to be flexible in work assignments
- Highly motivated and self-starter with the ability to multi task in high pressure environment
- Innovative with excellent problem solving skills

## **Other Requirements**

- A satisfactory and current criminal records check

*An asset to this position is a solid knowledge, sensitivity, and/or lived experience relating to the issues of mental health and addictions.*

**Hours of work:** 37.5 hours per week. Some evening and weekend work maybe required

**Location:** Charlottetown, PEI

**Closing Date for Application:** Monday, November 22, 2021 at 9 p.m. AST

**Start Date:** As soon as possible

Interested candidates should apply with their resume and cover letter by either mail or email to:

### **HR Coordinator**

CMHA PEI Division

178 Fitzroy Street, P.O. Box 785,

Charlottetown, PE, C1A 7L9

Email: [hr@cmha.pe.ca](mailto:hr@cmha.pe.ca)

**(Please indicate on subject line: 015 –Director of Finance, Admin, & Corporate Support)**

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**We thank all applicants who apply, however only those selected for an interview will be contacted.**