

## Chief Financial/Administrative Officer

CHANCES Inc. requires a **Chief Financial/ Administrative Officer** to oversee the financial and administrative aspects of this dynamic, non profit organization.

CHANCES is a community based non-profit organization offering a comprehensive continuum of programs across PEI for children from prenatal to age 11 years and their families. CHANCES offers a range of home and centre based programming with a staffing unit of approximately 140 full and part time staff, who represent a variety of professional backgrounds.

Reporting directly to the Executive Director, the **Chief Financial/Administrative Officer** will be responsible for the following:

- Overseeing all accounting functions, system controls, cash flow, accounts receivable and collections;
- Preparing annual financial operating budgets, quarterly reports for funding partners, timely and accurate monthly internal financial statements including analysis of results against budgets;
- Coordinating the organization's annual financial audit and tax filings;
- Overseeing all aspects of financial administration including donor relations, contracts, strategic planning, project management and risk management;
- Managing the human resources (HR) function for the organization including HR policy, documentation, staffing and monitoring;
- Supervising a staff of 6 employees including all aspects of orientation, training and performance management;
- Supporting the board of Directors and the financial and human resources subcommittees of the board.

The successful candidate should have a strong business aptitude, a professional accounting designation (CPA) and a minimum of 3 to 5 years of related experience. Extensive experience performing a similar role will also be considered. Applicants should also have excellent time-management / organizational skills, excellent verbal and written skills, the ability to lead personnel and multiple projects, a strong ability to resolve complex issues in a timely manner, and proficiency with computerized accounting programs and spreadsheet preparation. This position would appeal to a person who has held similar responsibilities in a smaller organization and is looking for a challenge in this growing and dynamic organization.

A competitive salary is available to the candidate to who demonstrates that they are ready to step up to this challenging position. A detailed job description for this position, is available on the CHANCES web-site: [www.chancesfamily.ca](http://www.chancesfamily.ca)

Deadline to Apply: December 6, 2018

Interested applicants are asked to email their resume in confidence to:  
Melody vanOmme CHANCES Office Manager  
email address: [melodyvanomme@chancesfamily.ca](mailto:melodyvanomme@chancesfamily.ca)

*We thank all candidates for their interest; however only those selected for interview will be contacted.*