

# ***Special Olympics*** *Alberta*



## **DIRECTOR OF FINANCE AND ADMINISTRATION**

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### **ABOUT SPECIAL OLYMPICS ALBERTA**

Special Olympics Alberta and is part of the world's largest sports organization for people with intellectual disabilities: with more than 4.5 million athletes in 170 countries -- and millions more volunteers and supporters. Special Olympics delivers world-class sport programs to people with intellectual disabilities of all ages and a wide range of abilities daily in communities across Alberta. Special Olympics believes that people with intellectual disabilities can, and will, succeed when given the opportunity – we are leveling the playing field. Special Olympics Alberta offers sports programs in more than 100 communities around the province, and since being founded in 1980, has grown from an organization with only a few dozen athletes, to one in which approximately 3,500 athletes compete in 18 official sports.

### **POSITION SUMMARY**

Reporting to the CEO, the Director of Finance and Administration works with senior leadership to ensure that the finance and administration of the association are aligned with the mission, vision and priorities identified in the strategic plan. The Director, in conjunction with the Finance & Audit Committee, ensures the current and long-term effectiveness of all financial functions of the association. The Director is an enabler, catalyst and motivator for the sustained development of a learning-enriched, high-performance, healthy work culture. By being a connector and a communicator, the Director ensures clear communication across all programs. The Director portfolio consists of Finance, Human Resources, Facilities Management, Information Technology, Records Management, Gaming and Charitable Status Management.

### **KEY ACCOUNTABILITIES**

#### **Finance**

- Manage fiscal operations including budget, quarterly updates, forecasts, and financial statements, investment of funds, accounting, gaming, risk management and payroll
- Monitor and ensure the organization's financial and accounting systems' operate within provincial financial parameters and the Board mandate for sound governance.
- Ensure compliance with all legal and regulatory reporting requirements.
- Ensure that the finance team operates to standards of excellence, including operating with clear comprehensive business process and operating procedures.
- Oversee all accounts, ledgers and reporting systems to ensure compliance with generally accepted accounting practices (GAAP).

- Provide support to the Audit, Finance and Risk Committee and the CEO through the provision of analysis, evaluation, forecasting and regular reporting.
- Year-end Audit preparation and oversight

### **Administration**

- Ensure technology systems support the organization's requirement for outcomes measurement, activity tracking and reporting, client management, and record keeping.
- Monitor the information technology network performance and security and identify and make recommendations for continuous improvement.
- Monitor the organization's exposure to all risks and make recommendations with respect to mitigating actions and levels of insurance required to adequately address liability issues.
- Provide direction, guidance, and/or assistance in the recruitment, hiring, orientation, training, professional development, performance reviews and day-to-day supervision of programs and services staff.

### **Organizational Support**

- Play an integral role in the strategic growth and development of Special Olympics Alberta, and serve as a key influencer in the development of strategic plans, budgets and business plans for long-term growth.

### **QUALIFICATIONS**

- Degree/Diploma in a relevant field, a professional accounting designation would be an asset (CA/CMA/CGA/CPA).
- Knowledge of best practices in accounting systems, and up to date knowledge of current financial and accounting computer applications, Excel, and other MSOffice applications.
- Experience in the charitable sector and understanding of the Charitable & Fundraising ACT and use of gaming funds with Alberta Gaming and Liquor Commission.
- Strong experience in IT management, including leading the identification and implementation of new delivery models, processes and services.
- Excellent verbal, analytical, organizational and written skills.
- Demonstrated leadership qualities, and ability and skills to succeed in a teamwork environment.
- Demonstrated ability in supervision, mentoring and staff development.
- Ability to engage in strategic and long-range planning and visioning.
- A minimum of 3-5 years in a similar position
- Strong interpersonal, time management, organizational, supervisory and problem-solving skills

### **COMPENSATION**

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed further in a personal interview.

Candidates who wish to be considered for this position are asked to submit their resume, salary expectation and letter of interest to Sue White, Vice-President Finance & Operation at [swhite@specialolympics.ab.ca](mailto:swhite@specialolympics.ab.ca). This position will remain open until a suitable candidate is found.