



Director of Finance, Human Resources and Administration

FT, Permanent - Salary (Thirty-seven-point five hours/week)

The Agency

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behaviour. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

As a condition of placement at CJHS, we require the successful candidate to be fully vaccinated against COVID-19. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional, and case by case basis; CJHS will adhere with its obligations under the Alberta Human Rights Act.

The Position

The Director of Finance, HR and Administration, as an active member of the Senior Management Team, helps to develop and implement the CJHS vision and mission. They oversee the Finance and Administration team and are responsible for all financial functions: accounting for revenue, expense and payroll, budget development/preparation, reporting to internal / external stakeholders, development and maintenance of all Finance policies, and adherence to contractual requirements. This role is also the main point of contact for all Agency and program audits, and oversees all filings associated with regulatory bodies, including GST rebates, annual T3010 filings, and payroll related reporting. This role also provides oversight of the HR functions of the agency: chairing the HR Committee, supporting the Leadership Team in personnel management, participating in development and implementation of policies and procedures, oversight of the HRIS, and supporting the Leadership Team in managing the employee life cycle. This role also requires active participation in the development of the fundraising efforts of the Agency.

Qualifications

- CPA required
- Post-secondary degree in accounting, finance, or business administration considered an asset
- A minimum of five years of progressively responsible work experience managing the accounting functions in a non-profit agency, or charitable organization
- Previous experience with accounting software – preferably Microsoft Dynamics GP / Management Reporter
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit / charitable organizations
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision, the recruitment and retention of key personnel and budget management

- Strong organization and analytical skills
- Consistent attention to detail
- Advanced knowledge and experience with MS Office Suite
- CPHR / Current HR knowledge / experience and familiarity with BambooHR - all or some combination preferred

Brain Story Certification considered an asset.

A current criminal record check (CPIC) and Child Intervention Check (where applicable) are required (within the past three months).

Applications will be accepted until a suitable candidate is found.

Please submit your cover letter and resume to:
[Director of Finance, Human Resources and Administration](#)

The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.

Please submit your cover letter and resume to:
<https://calgaryjohnhoward.bamboohr.com/jobs/view.php?id=28>

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