**Barrhead and District Social Housing Association (BDSHA) Job Description:**

**Deputy Chief Administrative Officer and Corporate Services Manager**

Reports To: Chief Administrative Officer

Effective Date: TBD

**PURPOSE:**

The purpose of the Deputy Chief Administrative Officer and Corporate Services Manager

* Responsible for leadership of the Finance function and oversees Financial, Human Resources, Health and Safety, Information Technology, Procurement staff and functions;
* Acts as the Chief Administrative Officer of the Foundation in the absence of the CAO or when delegated specific responsibilities.
* As a member of the Senior Leadership Team actively contributes to the overall strategic goals of the organization in partnership with the Manager of Facilities and Construction and the Manager Resident Services and meeting the objectives of the Association
* Accountable for timely and accurate Financial Reporting for the Association

**Duties:**

Leadership and Management:

* Provides positive and professional leadership and directs, supervises and coordinates all department staff and activities.
* Takes leadership responsibility for issues inside and outside of his/her department.
* Recruits, trains, supervises, evaluates and develops department staff

Reporting and Budgeting:

* Oversees finance and accounting functions, ensuring proper administration of the organization's financial affairs. Prepares, analyzes, and distributes timely financial reports, forecasts and variance analysis for the Administration and Board as well as to Ministry of Seniors and Housing.
* Prepares the monthly financial statements, cash flow projections monitors the financial performance of the Organization and recommends strategies for improvement.
* Prepare year-end financial statements, working papers, and other supporting documents and support external auditors during the annual audit.
* Develops and implement internal controls, policies and procedures, and regulatory compliance reporting to minimize the risk of financial loss and ensure Organization integrity.
* Optimizes the handling of banking relationships and initiates appropriate strategies to enhance cash positions.
* Identify opportunities and recommend solutions that will enhance or improve current business processes; enhance or improve current business processes
* Advise and assist the Chief Administrative Officer on budget and financial planning strategies, preparation, and analysis of proformas, forecasts, and recommendations related to new projects and programs. Perform financial modeling and analysis to support the development of long-term strategic initiatives and business plans.
* Ensure accounting procedures align with GAAP, legislation, CRA guidelines for charities and all other applicable regulations.
* Maintain all accounting records and systems.

Cash and Risk Management

* Coordinate the annual insurance renewal process, including replacement valuation appraisals, and ensure appropriate coverage is maintained.
* In collaboration with the Manager, of Facilities Services develop and maintain a tracking system for all contracts.
* Manage banking and lender relationships.
* Develop cash flow forecasting and maintain a long-term cash forecast.
* Monitor the Organization's investment portfolio to maximize investment return.
* Develop and implement a policy and process for Business Planning, Capital Planning and Operational budgets. Guide determination of required requisitions and and ensure adequate reserves.

Information Technology

* Develop, implement, and monitor an Information Technology Capital plan as well as Administer and maintain software, including upgrades, updates, and network security and access permissions and determine IT related purchasing and budget development.
* Develop and effectively communicate and implement information technology policies and new initiatives.
* Administer the IT consulting and service contracts.
* Determine employee IT training needs for various systems.

**QUALIFICATIONS:**

* Professional accounting designation and member in good standing with CPA Canada   
  (post-secondary degree qualification in Accounting and Finance)
* Administration experience with a Housing Management Body is preferred.
* Seven (7) to ten (10) years of experience leading teams.
* Prior experience and oversight of HR, Safety, IT.

**Skills:**

* Financial Acumen; interprets and applies understanding of key financial indicators to guide strategy and decision-making.
* Instills trust; gains the confidence and trust of others through honesty, integrity, and authenticity.
* Sound analytical thinking, planning, prioritization, and execution skills.
* The ability to deal with residents and public in a professional manner
* Proven ability in the accounting and reporting of organization financial records.
* Proficiency with (SAGE), Microsoft Office Programs and advanced proficiency in Microsoft Excel.
* Able to commit to and meet deadlines
* Effective leadership skills, with a strong focus on mentoring and development of employees.
* Demonstrated time management skills.
* Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies.
* Ability to respond appropriately in pressure situations with a calm and steady demeanor.
* A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
* Able to effectively communicate verbally and in writing.
* Must be mentally and physically fit to perform the duties and responsibilities of the position.
* Must be responsible for maintaining self-wellness and reduced absenteeism.

**Working Conditions**

Physical Requirements:

* Colour vision;
* Hearing;
* Ability to push 40lbs;
* Ability to lift 25 lbs to waist level;
* Ability to climb a step ladder;
* Repetitive hand and finger movement – keyboarding, data entry; and
* Sitting, standing, and walking.

Environmental Conditions:

* Office environment

Note: Employment with BDSHA is conditional upon receiving a satisfactory Police Information Check.

**Salary Ranges:**

Deputy CAO and Corporate Services Manager Hourly rate: $41 – $46 ($85,000 - $95,000 annually)

Apply to Jaime Moffat- Human Resource Generalist - jmoffat@bdsha.org