



Ottawa Shared Services Organization

9 – 1 Brewer Hunt Way
Ottawa ON K2K 2B5

FINANCE DIRECTOR JOB POSTING

FROM: Nancy Worsfold
SUBJECT: PERMANENT FINANCE DIRECTOR POSITION

WHAT WE OFFER:

Salary: \$90,700-\$100,000; competitive benefits package, RRSP matching at 8%, free parking and annual professional dues. We offer a hybrid work environment with flexible hours.

SUMMARY

Are you committed to the Non-profit sector? Excited to join an innovative social enterprise dedicated to supporting community agencies? Ottawa Shared Services Organization (OSSO) is a unique opportunity for a finance professional to build a leading organization to support the financial services needs of the non-profit sector. OSSO currently has four financial customers with combined budgets of \$35million and we are poised to grow. Our customers serve the most vulnerable people in Ottawa and contribute to building a better, more caring community.

Under the direction of the Executive Director, the Director of Finance is responsible to provide financial management, leadership, development and coordination for all activities and staff in the Finance department. They oversee operations and is responsible for change management and the continued creation efficiencies and common systems for our customers. The Finance Director works closely with our customers to understand their strategic priorities and business needs, to provide sound financial leadership and to ensure service delivery is effectively supported. They ensure compliance and implementation of the organizations' mission and values with a strong, ethical framework.

The Finance Director will partner with other members of OSSO Management to create synergies and set strategic priorities for this emerging social enterprise. The individual will also liaise with OSSO customers' Board of Directors where required and act as the liaison for banks, auditors and funders. OSSO has a positive, collegial work culture and is seeking a leader who wants to help build this social enterprise.

QUALIFICATIONS:

The minimum educational requirement is a Certified Professional Accountant (CPA) or equivalent training and experience; a Master's in Business Administration (MBA) is an asset. A minimum of at least five years' progressive experience as a senior Manager or Finance Director experience in Financial Management, Policies and Planning. Also, see required skill set below.

REQUIRED SKILL SET:

- Ability to influence stakeholders at all levels of an organization.
- Demonstrated ability to remain professional under challenging circumstances, while working in a fast-paced environment.
- Excellent collaborative, interpersonal and negotiation skills.
- Proven ability to strategize, prioritize, plan and multi-task.
- Ability to prioritize and adhere to deadlines.
- Strong supervisory, mentorship and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- A talent for leading change, creating efficiencies and designing systems
- Excellent written and verbal communication skills; high client focus.
- Excellent skills in Microsoft Office Suite and Excel plus a general aptitude for technology.
- Proficiency with computerized accounting software such as Sage 300.
- Superior financial management and analysis skills.
- Demonstrated ability to delegate tasks where appropriate.
- Experience in non-profit accounting preferred.

All applicants wishing to apply for this position should submit:

- a) A cover letter no longer than two pages explaining why you are interested in the position, how you meet the skill set listed above and what you feel you can contribute to OSSO in this management position.
- b) A resume no longer than 4 pages.

Note: The job description for this position will be provided upon request. Only those applicants selected for an interview will be contacted.

The due date for submissions is Monday, February 12, 2024 at 11:00 pm. Please forward your application marked "Confidential" to Brad Purvis at brad.purvis@osso.org