



Renascent™

The road to recovery starts here.

Careers at Renascent:

Director of Finance and Administration

3 days per week

Application Deadline:

October 15th , 2018

About Renascent:

Renascent is a national leader in treating substance use disorders. We are proudly accredited by the Canadian Centre for Accreditation, and our multidisciplinary team includes registered psychotherapists, a clinical psychologist, an M.D. certified with the Board of Addiction Medicine, and certified addiction counsellors with lived experience of addiction and long-term recovery. Our abstinence-based model integrates 12-step facilitation with other best practices in clinical and medical approaches. By addressing the chronic nature of substance use disorders while also recognizing how addiction impacts families, children, loved ones, workplaces, and communities, our holistic approach means we're here for life.

In addition to providing treatment, Renascent actively engages communities through the Renascent Foundation to raise awareness, funds, and resources for the treatment and prevention of addiction.

About the position:

As Director of Finance and Administration, you will be a member of Renascent's senior leadership team, providing senior oversight to the organization's finance and administration areas. Reporting to the Chief Executive Officer, the Director of Finance and Administration will actively participate in strategic planning and ensure strong financial management and systems are in place. You will oversee the Finance and Administration team responsible for payroll, accounting and other administrative duties, as well as the Facility Maintenance team. As the Director of Finance and Administration, you will provide senior advice to the CEO and Board regarding financial issues and assume the role of Treasurer within the organization.

Role & Responsibilities:

- Working with the CEO, Board of Directors, and Senior Leadership Team, in developing the strategic plan and annual plans and budgets.

- Ensuring sound system of financial and operational controls are in place to safeguard the organization's assets and meet all privacy and other legislative requirements.
- Developing and maintaining best practice finance and accounting, procurement and administrative policies and procedures to ensure compliance with all legislative and industry requirements.
- Leading the preparation of financial statements and managing the audit process.
- Overseeing the Finance and Administration team who perform the daily functions of payroll and accounting.
- Overseeing the Facility Maintenance team who manage and maintain the organization's facilities.
- Providing financial and operational reports for management, the Board, the Ministry of Health, LHIN and other funders.
- Conducting cost analysis as required to ensure understanding of operational costs and opportunities.

Qualifications:

- Strong strategic leadership skills and able to work collaboratively with both financial and non-financial team members.
- Strong verbal and written communications skills to be able to explain financial and accounting concepts to non-financial team members.
- Well organized, to be able to develop a personal part-time work plan and to plan delegated responsibilities for the accounting team
- Excellent financial and business analysis abilities, with demonstrated cost analysis capabilities.
- CA, CMA, CPA designation.
- 7 or more years of management experience within finance and accounting functions
- Experience in the not-for-profit and health care sectors an asset.

Submitting an Application:

Interested applicants should send their applications to saustin@renascent.ca on or before August 17th, 2018.

Renascent wishes to thank all individuals who apply for this position, however, only applicants who are selected for an interview will be contacted.

Renascent is committed to creating a diverse environment
and is proud to be an equal opportunity employer.