



The Reh-Fit Centre is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment.

DIRECTOR OF FINANCE AND ADMINISTRATION

Reporting to the Chief Executive Officer, the Director of Finance and Administration is a key member of the leadership team and participates in the development of strategic plans and objectives of Reh-Fit. This position is responsible for the overall direction, control, and planning for the finance, accounting, audit, budget, and investment functions, as well as enterprise risk management and information systems management of the Reh-Fit Centre. The Director of Finance and Administration represents the vision of the Reh-Fit Centre by demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.

Key responsibilities include:

- Working with the CEO, leadership team, and Boards of the Reh-Fit Centre and Foundation, establishes guidelines for budget and forecast preparation and prepares the annual budget.
- Manages the overall financial planning of the Reh-Fit with immediate responsibility for accounting practices, the maintenance of fiscal records and the preparation of financial reports. This includes managing investments in accordance with established policies and oversight of the external audit process.
- Responsible for integrating the budget process with the overall business plan and providing overall guidance and direction in the development and application of organizationally aligned financial strategies.
- Appraises the Reh-Fit Centre's financial position and issues periodic financial and operating reports to the Board of Directors that includes attending Board meetings and making presentations of financial operations, activities and other areas of interest to the Board, senior leadership team, and department heads.
- Establishes and monitors controls and procedures to maintain the integrity of information systems and financial reporting.
- Oversight of enterprise risk management which includes privacy and compliance functions.
- Manages all property records, insurance and liability coverages, as well as vendor relationships, service contracts and partner agreements.
- Oversight of accounting staff and employee payroll and benefit functions.

The ideal candidate will possess the following:

- Chartered Professional Accounting (CPA) designation and member in good standing with the Chartered Professional Accountants of Manitoba.
- Minimum 5 years financial management responsibility in a senior level management role, preferably in the not-for-profit.
- Experience working with collective agreements and information systems management an asset.
- Demonstrated leadership competencies in building effective teams, initiative, driving for results, personal accountability, timeliness, and priority management.
- Strong analytical, conceptual thinking, problem solving, and decision-making skills are essential.
- Computer proficiency with all Microsoft Office applications and various accounting software is required.

The successful candidate will need to provide satisfactory proof they are fully vaccinated for COVID-19. If the candidate cannot obtain the vaccination for medical or other reasons protected under The Human Rights Code, the Centre will provide accommodation to the point of undue hardship.



How to apply:

Submit your resume, cover letter & salary expectations to hr@reh-fit.com

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.