**Director of Finance**

**Position Description**

The Canadian Pacific District of The Christian and Missionary Alliance (CPD) is a charitable organization and as such, it is essential that financial integrity be maintained through responsive, accurate, and timely administration of funds.

The Director of Finance (DF) is responsible for accounting and bookkeeping functions, financial reporting and advising and supporting the District Superintendent (DS) and the Lead Team from a fiscal leadership perspective. The position is strongly oriented toward establishing and maintaining a consultative, strategic partner role with the DS and the Lead Team. The DF has the opportunity to be involved in non-traditional activities, such as property development and acquisition.

Reporting to the DS, the DF will be responsible for all financial areas of the organization including:

* Financial direction
* Accounting and bookkeeping
* Budgeting and forecasting
* Reporting and analysis
* Contract negotiation, management, and compliance
* Administration of the Loan Development Fund and RRSP funds
* Consultation and providing advice to churches on financial, compliance and taxation issues
* Liaison with financial institutions, governmental regulatory agencies, insurance providers, auditors, and lawyers

The DF will ensure good stewardship of the CPD’s resources, protect its financial integrity, and assist in the preparation for its financial future. With a strong eye for details, the DF must be a forward-thinking visionary and a planner who anticipates barriers and forecasts future needs.

**Role and Responsibilities**

1. Provide strategic recommendations based on financial analysis/projections, cost identification/allocation, and revenue/expense analysis.
2. Achieve successful financial performance by developing objectives and relevant metrics, analyzing results and trends, and providing budget variance feedback.
3. Prepare and provide information to the Auditor for preparation of the T3010 Annual Report.
4. Drive and maintain financial accountability throughout the organization, managing rolling forecasts and operating and capital budgets.
5. Record and maintain financial transactions, such as accounts payable, accounts receivable, and bank reconciliations.
6. Manage the Loan Development Fund, recording and maintaining records of deposits, withdrawals and interest paid to depositors.
7. Oversee payroll and the preparation of T4s and T4As.
8. Prepare tax receipts for donations received.
9. Provide timely reporting to summarize and forecast financial activity and position in areas of income, expenses, and cash-flow based on past, present, and expected operations.
10. With an underlying desire to support local churches, provide information, guidance, and training, as needed.
11. Other responsibilities as mutually negotiated with the District Superintendent.

**Working Relationships**

1. Accountable to the District Superintendent.
2. Works closely with the District Treasurer.
3. Works closely with local CPD churches throughout the District.
4. Member of the District Finance Committee.