



**Position: Director of Finance**  
**Reports to: Executive Director**

### **About Us**

The Christian Senior Citizens Homes Society of Northern Alberta is a non-profit organization that operates Emmanuel Home, an independent/assisted living home for seniors. Our mission is to provide a Christian environment that is safe and comfortable so seniors can live with dignity. In providing services and supports to our residents, we are guided by our core values: Integrity, Caring & Excellence.

The Society is opening a 50-suite, \$20.5 million expansion in early 2020, as well as actively pursuing other growth opportunities in the province. By providing quality housing, programs and services the Society is striving to meet the exciting mandate of its supporting community.

### **Role**

This position will report to and assist the Executive Director in a full-time role by providing leadership and guidance over the financial affairs of the Society. As part of the Leadership team, the Director of Finance will oversee a number of critical areas to ensure the Society's overall good health and standing are maintained throughout the current and upcoming growth stages.

*Primary responsibilities include:*

1. Oversee the Finance office, including supervise the Finance Assistant, and be proficient in related tasks including payroll, rents, reporting and payables
2. Managing the Life Lease Program
3. Asset Management
4. Budgets and forecasting
5. Any other duties required of the Leadership Team to support the Society's ongoing activities

### **Qualifications**

1. Education and/or background in Accounting
2. Previous experience with project-based financing, forecasts, and budgets
3. Understanding of Risk Management and evidence-based decision making
4. Experience with bookkeeping and accounting for a complete monthly cycle including financial statements and bank reconciliations using Sage accounting software
5. Experience with Microsoft Office Excel, Outlook and Word is required
6. Proficient in contract management and reporting

### **Personal Attributes**

1. Excellent verbal and written communication skills
2. Strong time management while juggling a wide range of tasks
3. Accuracy and precision with significant attention to detail

### **Compensation**

A competitive salary will be offered to the successful candidate, as well as access to group benefits and RRSP matching program.

**Availability:** The position is open, and the application window will be closed once a successful candidate is found.

**Notes**

The successful candidate will be required to undergo a security screening for working in the vulnerable sector.

**How to Apply:**

Please send resume and cover letter to Darren Sinke at:

[dsinke@emmanuelhome.ca](mailto:dsinke@emmanuelhome.ca) OR

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