



Position Description

Title: Director of Finance & Accounting

Role Overview & Purpose:

This role requires a reliable professional with broad knowledge of accounting, finance and business principles, who is excited about the mission of InterVarsity and committed to partnering with the leadership teams to move the ministry into its next chapter.

He/she guides the financial strategy and planning of the ministry, analyzes its performance and risks; is comfortable managing multiple priorities; can establish, build and maintain strong internal and external relationships; and helps the shared leadership team rework and build the systems and processes needed to keep the ministry financially healthy, equipped and thriving.

Relationships:

| | |
|------------------------|---|
| Reports to | President |
| Direct Reports | Senior Accountants Payroll Administrator |
| Internal Relationships | National Leadership Team National Resources Teams Camp Leadership Campus Leadership Workplace & Graduate Leadership Board of Directors' Audit, Finance and Investment committees |
| External Relationships | Regulatory authorities, donors, auditors, vendors and contractors |

Personal Development & Qualities, Key Responsibilities & Requirements:

Personal Development & Qualities

- Growing personal relationship with Jesus Christ and commitment to a local church
- Sense of calling to the mission of InterVarsity and alignment with vision and values
- Life-long learner who values the discipleship of mind, body and spirit
- Develop areas of expertise related to job assignment
- Achieve and maintain personal fundraising targets

Key Responsibilities & Requirements:

- Provide visionary, strategic and hands on leadership for our Accounting and Finance Team
- Provide detailed, accurate and timely financial reports and cash flow projections for management and Board
- Liaise with other senior team leaders, including camp executive directors, campus and regional directors and national resource directors with regards to financial, insurance and benefits matters
- Envision and implement processes and policies to improve our financial accounting systems

- ❑ Manage, standardize and streamline our general ledger and chart of accounts
- ❑ Lead the initiative to standardize accounting practices across InterVarsity's ministries
- ❑ Responsible for monthly/quarterly consolidation of statements for reporting to management and Board
- ❑ Provide benchmarks and analysis to ensure InterVarsity is operating in a financially sound manner
- ❑ Develop a training and resource system for InterVarsity staff who have financial reporting and management responsibilities
- ❑ Conduct analysis to make forecasts and report to leadership
- ❑ Participate as a member of the Board of Directors' Audit, Finance and Investment committees
- ❑ Work with external auditors for InterVarsity's annual financial audit
- ❑ Ensure InterVarsity is in compliance with CRA and other regulating bodies

Education/Experience, Knowledge, Skills & Abilities

Education/Experience

- ❑ Professional accounting designation such as CA, CMA or CGA
- ❑ Bachelor's degree in accounting, finance or relevant field
- ❑ Minimum five years of senior management experience, preferably in a charitable environment
- ❑ Extensive knowledge of and experience with preparation of financial reports based on fund accounting principles
- ❑ Proficient in financial accounting software and familiarity with integration of complex systems, including financial and database management
- ❑ Superior judgment within a broad spectrum of finance, accounting, governance and other operational issues
- ❑ Experience overcoming the issues inherent in a geographically dispersed organization with a demonstrated commitment to consistency, equity and transparency

Knowledge, Skills and Abilities

- ❑ Collaborative, a team player who values learning and working in community
- ❑ Excellent communication and interpersonal skills; ability to "tell the story" behind the financial data
- ❑ Ability to listen well and talk through accounting realities with wider staff colleagues
- ❑ Excellent time management skills, ability to prioritize tasks and meet critical deadlines
- ❑ An analytical mind with good organizational and presentation skills
- ❑ Strong leadership skills with a willingness to "be in the trenches" with the staff team
- ❑ Commitment to handling confidential information

Key Outcomes:

- ❑ Staff teams under the Finance & Accounting purview are well led, managed and resourced to move initiatives forward
- ❑ Financial strategies and plans are well developed and implemented
- ❑ Systems and processes support and are in alignment with ministry direction
- ❑ The ministry's finances, risks and investments are well managed and protected