



Job Title: Director, Finance & Administration	Reports to: CEO
Applications accepted until: January 31, 2018	Anticipated Start Date: March 1, 2018
Location: Winnipeg Manitoba (River Park South)	Hours: 37.5 (full time)

Position Summary

The Dakota Community Centre – Jonathan Toews Sportsplex, located in south St. Vital in Winnipeg, is looking for an enthusiastic person who thrives on client-first service and working with people. The role requires agility and strong financial leadership with a busy, large and growing sport & recreational complex. We are looking for someone who understands the strategic hands on tasks that are integral to managing the finances and systems of a busy nonprofit community centre, including:

- departmental budgeting
- fundraising finance management
- compliance
- financial systems and control
- audit coordination
- grants management
- policy development
- reporting and analysis
- payroll
- strategic and project planning

The Director, Finance & Administration will also have a close working relationship with the Board Treasurer and the CEO and the finance staff. The Director, Finance & Administration will be part of the Centre’s management team and be responsible for areas of management of IT/Systems, Finance and HR. The role will also be integral to leading the process of becoming a registered charitable organization and managing all aspects of compliance.

Overview of the Role

This diverse role requires a person who is enthusiastic, motivated, and professional and, excels in managing multiple tasks and organizing people. You will have superior knowledge and skill in managing finances and being part of planning a sustainable financial future for the centre. We are looking for someone to be highly organized and detailed.

You have a proven track record of working independently and as part of a team. You see a challenge, or an issue and you can embrace it and offer a solution or search for a solution. You can manage challenges in a constructive and collaborative way. We are looking for someone to do more than just offer a cultural-fit but to be a distinct add-on to the community culture that defines DCC.

You are an expert at teamwork since this role requires you to be an integral support for the management group and other staff. You will need to manage and coach staff to increase the effectiveness and efficiency of the role of finance within the organization. You are astute, have good judgement and have a high degree of common sense. You are a good communicator especially regarding fiscal policy, budgets, financial reports and cash flow. Diplomacy and tact will be a key attribute you bring to this role along with a sense of humor.

Qualifications

- CPA designate or working toward a designation. Membership in good standing with a professional organization.
- University degree in finance, accounting, business administration, economics or a related field.
- 3 - 5 years of progressively responsible accounting and financial responsibility that includes being hands on and effective team leadership.
- Willingness to be a senior contributor and play a key role.
- Significant experience in cash flow management and budgeting and nonprofit/charitable organizations.
- Strategic thinker with a strong background in accounting and people management systems
- Team player with leadership experience.
- Self-motivated to participate in the growth within a small organization.
- A combination of relevant education and experience will be considered.
- Excellent computer skills and proficient in excel or other analysis software.
- Experience in managing and implementing internal controls.
- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies set forth by DCC and /or The City of Winnipeg.
- Must be able to complete a successful Criminal Record Check or have successfully passed in the last 6 months.

For Further Information

If this position is of interest to you and you feel you have the qualifications and abilities, please send us a cover letter that will tell us about yourself and how you see yourself in this role and your resume. Please indicate your date of availability and salary expectations within a range. Please send in PDF or Word format only.

We invite interested people to apply to us by **Wednesday, January 31, 2018 @ 4 p.m.** by submitting your information to info@dakotacc.com referencing the job title in the subject line, or drop off a hard copy at the Centre at 1188 Dakota Street with confidential attention to Michele Augert, CEO.

Benefits of Working Here

Our objective is to provide our employees with a safe and healthy workplace. We seek diversity in our workplace and foster a place of service to the community.

The benefits of working in a vibrant sport & recreation facility, also include benefits such as health, dental, RRSP and, are available after three months of successful employment and costs are a combination of employer paid, employee paid and cost-shared.

The Centre is on a major bus route for easy access and/offers free parking and a vibrant team atmosphere.

About Dakota Community Centre Inc.

With our Mission of being ***a gathering place providing excellence in sport and recreation for everyone***, Dakota Community Centre is one of the largest and most successful community centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota CC offers a broad range of sport and recreation programs for catchment area members and beyond. In addition to the current ***Jonathan Toews Sportsplex***, which includes a twin ice pad, gymnasium, office space and other multipurpose space, a new 60,000 sq., multipurpose Fieldhouse, with mezzanine level track and yoga studio, opened in October 2017.