

Chief Financial Officer
Location: Mississauga

The Infrastructure Health and Safety Association (IHSA) is a customer-focused, market driven organization providing health and safety services to our members within Ontario and clients beyond. Our organizational goals focus on partnering with our clients and guiding them in building sustainable health and safety strategies and creating a culture of workplace health and safety. Infrastructure Health and Safety Association currently has a full time opportunity available for a **Chief Financial Officer**.

The Job Opportunity

The Chief Financial Officer, reporting directly to the Vice President, Corporate Services will be directly responsible for managing the Association's budget, finance, and operational-related activities. The incumbent will assist in the development of the fiscal strategy, with clear and accurate forecasting, reporting, planning and projections. The Chief Financial Officer acts as an advisor to the leadership team on all financial matters that affect the short and long term needs of the Association while ensuring that all financial and regulatory reports, practices and deadlines are adhered to.

Key Responsibilities and Accountabilities:

- Develops corporate budget and generates monthly and quarterly variance reports. Responsible for ensuring organization maintains a balanced budget and adheres to WSIB designated entity policies. Oversees the administration of all financial transactions including banking, investments, accounts receivable, accounts payable, payroll and employee future benefits.
- Responsible for the control and monitoring of all financial transactions generated from other functional units. Responsible for the protection and preservation of the company's assets and complies with financial reporting and control requirements. Takes ownership and responsibility for the collection and governance of financial and management reporting information. Develops, implements and monitors internal controls pertinent to finance.
- Reports on revenue generation from all funding sources. Monitors, manages and reports on operational risks, Develops, recommends and implements strategies, initiatives and action plans to support the vision and goals of the organization in conjunction with other functional areas
- Liaises with other team members and staff to communicate information, resolve problems and identify organizational priorities. Assists with the general management of the organization, attending team meetings and making policy decisions. Maintains strategic business partnerships with organizations and key government agencies/ministries that enable IHSA to achieve their strategic objectives
- Promotes and maintains IHSA's image in order to enhance business partnerships with various government agencies and ministries, other health and safety associations, and other public bodies
- Assists the Leadership Team in the preparation of reports and briefs to various government agencies and regulatory bodies. Represents IHSA on industry-specific committees as requested
- Reports on the needs of the stakeholders and the activities of Finance to the V.P, Corporate Services, President and CEO and as requested at other events. Makes overall decisions within the scope of the job referring unusual situations to the V.P, Corporate Services

CANDIDATE COMPETENCIES

- Post-secondary degree in addition to a professional accounting designation (CA preferred) with and a minimum of five years' related management experience or equivalent combination of education and experience. Knowledge of Not-for profit accounting in accordance with Canadian Generally Accepted Accounting Principles
- Knowledge of the IHSA health and safety industry/network in a not-for-profit organization. Strong leadership, management, coaching, counseling, negotiation, conflict resolution, interpersonal and mediation skills
- Knowledge of Great Plains, MS Office (Word, Excel, Outlook and PowerPoint), Internet and intranet software
- Strategic thinker with solid organizational, problem solving, communication and analytical skills. Excellent communication skills to deal effectively with staff throughout the organization, suppliers and government contacts. Adaptable to working with complex multiple priorities, deadlines and changing work flows and work well with little administrative support. Ability to handle sensitive financial information in strictest confidence
- Valid driver's license

Are you interested in working for a dynamic company? Apply **no later than March 1, 2010.**

Applications can be emailed, faxed or mailed to:

Human Resources
IHSA

5110 Creebank Road, Suite 400

Mississauga, ON L4W 01A

Fax: (905) 625- 8819

Email: careers@ihsa.ca

We appreciate your interest in Infrastructure Health and Safety Association, however, only those that are selected for an interview will be contacted.