

*Sudbury Developmental Services is a charitable, non-profit organization providing services to individuals with developmental disabilities in the Sudbury district.*

**Position Title:**

Director of Finance (Contract- 10 to 12 month maternity leave)

**Key responsibilities of the role:**

- Overall maintenance of general accounting records and systems including internal control practices and procedures
- Oversee the preparation of internal monthly financial statements and all related financial reports
- Provide accounting assistance/guidance to finance staff as necessary
- Co-ordination and preparation of annual budget and submission of budget to Ministry of Community and Social Services (MCSS) according to prescribed MCSS forms
- Analysis and interpretation of budget variances and overall agency performance
- Submission of quarterly financial analysis and variance reports to MCSS
- Preparation and filing of annual T3010 registered charities return and other government filings as necessary
- Lead and manage the annual audit including the preparation of lead sheets and audit file for annual year-end audit conducted by external accountants
- Attend monthly Board meetings and present financial statements quarterly
- Monitor all agency leases (property, vehicles, equipment) and prepare analyses and recommendations to Executive Director upon lease expiry/renewal dates

**Qualifications Required:**

- Bachelor degree and CA, CMA or CGA designation
- Minimum of 5 years of related accounting experience, experience in social services is an asset
- Good organizational and time management skills
- Strong strategic and analytical skills
- A keen sense of urgency with demonstrated capabilities to meet commitments
- Strong interpersonal skills, positive attitude and a team player
- A high level of accuracy and attention to detail
- Proficient in MS Word and Excel
- Experience with AccPac accounting software is an asset
- Bilingualism is an asset

Closing date for applications: September 16, 2011

Send applications by e-mail to [mwong@vianet.ca](mailto:mwong@vianet.ca) or drop off addressed to:

Mila Wong  
Executive Director  
Sudbury Developmental Services  
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