



## **Chief Financial Officer Calgary Downtown**

The Mustard Seed is a Christian humanitarian organization whose vision is to build community, grow hope and support change. Intentionally following Jesus Christ and partnering with the community, The Mustard Seed combats the root causes of poverty in Alberta and works to create positive, lasting change in the lives of those we serve. The Mustard Seed provides basic services - food, clothing and housing, and support services – education and employment, to those living in poverty within Alberta.

### **POSITION SUMMARY**

Reporting to the Chief Executive Officer, the Chief Financial Officer will provide technical and professional advice to the Board of Directors, relevant Board Committees, and the executive team members of The Mustard Seed. The CFO has overall accountability for the organization's financial integrity through the analysis of financial performance. They will develop and provide financial statements and other reports that accurately depict the Mustard Seed's financial status. The CFO is accountable for leading and providing overall strategic direction for the Finance, Information Technology, and Facilities departments in a manner consistent with the mission and vision of the organization.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Corporate Leadership Strategy**

- Provide overall leadership through the living out of the values of TMS Statement of Faith and proclaiming the name of Jesus in the workplace
- As a member of the Executive Team, the CFO has shared responsibility for the overall leadership and management of the organization in a manner that achieves its goals and objectives
- Directly assist the Chief Development Officer (CDO) and other executive team members on strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding
- Oversees financing strategies and activities including investment, asset management, and banking relationships
- Represents the organization to financial partners, including financial institutions, auditors, public officials, etc.
- Provides executive direction to The Mustard Seed's Information Technology function, developing and implementing strategic initiatives to support the effective selection and deployment of technology in the Mustard Seed's operations and assisting the organization in delivering a high level of service and support to staff, volunteers and visitors
- Leads the development of an effective financial management system through the establishment of timely reporting on key business indicators. The CFO will work closely with other executive team members to ensure the financial management systems are developed to meet their business needs
- Develops, interprets and presents accurate and timely financial information
- With the leadership team, the CFO is charged with ensuring the company stays on track financially and accomplishes what it set out to do from a financial perspective

- As required, the CFO reviews the progress made on all strategic initiative, analyzes shortcomings, and modifies plans accordingly
- Other duties as assigned.

### **Financial Leadership and Counsel**

- Under the general direction of the CEO, the CFO leads The Mustard Seed's strategic planning process and prepares annual business plans, operating and capital budgets that will meet or exceed the organization's financial performance goals
- Develops annual cash flow projections for each department and a consolidated operating and capital budget that reflects the objectives, plans, and priorities established in the organization's strategic plan
- Provides broad business and financial advice as it relates to ongoing projects, proposals, business development, business processes, infrastructure, and performance measurements
- Develops and utilizes forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans
- Ensures timeliness, accuracy, and usefulness of financial management reporting for federal, provincial and municipal funders
- Oversees the preparation and communications of regular financial reporting and statements, including but not limited to financial statements, quarterly and annual reports and statements to financial institutions
- Ensures the financial statements fairly present the financial position of the organization and the results of its operations
- Responsible for ensuring the ongoing development and execution of a comprehensive enterprise risk management program that thoroughly examines, analyzes, and quantifies the short and long-term risks that the organization must manage effectively in order to grow its top and bottom lines
- Ensuring the consistent application of accounting policies across all departments. Establishes and maintains appropriate internal checks and controls to ensure the accuracy of information and the existence of appropriate safeguards to protect the organization's assets.
- Keeps up to date with the overall business activities of the organization, analyzing a broad range of management and operational and information and identifying priority issues to be addressed and initiatives to be undertaken
- Ensures all bank requirements, including the line of credit, are managed in a timely and effective manner
- Ensures the co-ordination of audits, tax planning, compliance and filing of returns is completed
- Remains up to date on non-profit best practices and provincial and federal law regarding non-profit operations
- Ensures legal and regulatory compliance regarding all financial functions.

### **Organization, Management & Leadership of Staff**

- Makes appropriate recommendations to the executive team and maintains an effective organizational structure that reflects the needs of The Mustard Seed
- Ensures a high quality of staff in the departments under the direction of the CFO through effective selection, appraisal, promotion, and retention strategies
- Provides strong leadership and acts as a mentor and coach to all department staff
- Ensures employees are motivated to contribute fully to the realization of the organization's mission, vision and goals
- Holds direct reports accountable for performance
- Delegates effectively and monitors the team to ensure they have the skills and resources to meet deadlines and commitments
- Champions best practices, creative thinking, effective planning, and timely decision making

- Maintains a strong service orientation by ensuring that responsive, open, and effective two-way communications exist with all internal clients

## **MINIMUM QUALIFICATIONS AND SKILLS**

- An undergraduate or master's degree in a related field (e.g. Business Administration or Finance/Accounting)
- A professional accounting designation with at least 10 – 15 years of relevant financial leadership experience at an executive level
- Significant experience / knowledge of accounting in the not for profit sector, including sophisticated fund and grant accounting, compliance, and reporting is an asset
- Well rounded background with strong business skills and a proven track record of integrating and aligning business strategies with organizational resources in a dynamic environment
- **Technical Acumen:**
  - Demonstrated management capabilities through previous management of organizational accounting operations
  - In-depth understanding of the generally accepted accounting practices and principles
  - Experience in working with IT staff to manage finance and accounting software packages
- **Culturally Congruent:**
  - Embodies the spirit and value system of The Mustard Seed
  - Passionate about helping the less privileged and possess a desire to be a part of ending homelessness in Alberta
- **Effective Team Builder:**
  - Blends people into teams when needed
  - Creates strong morale in team, shares wins and successes
  - Fosters open dialogue
  - Allows people to finish and be responsible for their work
  - Defines success in terms of the whole team; creates a feeling of belonging within the team
- **Collaborative and Collegial:**
  - Works well with others, whether at the most senior levels, with direct reports or with others across the organization
- **Diplomatic:**
  - Able to effectively balance diplomacy with tenacity when working to gain alignment across a broad and diverse organization that functions with a volunteer Board
- **Analytical:**
  - Able to quickly assess situations, build appropriate plans and execute those plans flawlessly. Willing to work at all levels – from broad strategy to execution of detail
- Proven ability to design, develop and implement both strategic programs and supporting tactics
- Superior written and oral communications skills, coupled with highly developed interpersonal skills
- Community oriented with the ability to meet and interact with external stakeholders
- Proven strong project management skills with ability to multi-task and set priorities within tight timelines
- Demonstrated leadership with the capacity to foster teamwork and a collaborative working environment
- Exemplary management practices in organization and budgetary management
- Ability to develop and generate reports and maintain accurate data
- Can work independently, show initiative and demonstrate a proactive attitude
- Ability to achieve results through collaboration and interest based approaches to problem solving and conflict resolution

## **OTHER INFORMATION**

- Office environment
- Prolonged computer use
- Sitting, standing, walking
- Minimal physical effort
- Moderate to extreme mental effort especially during periods of heightened work load and tight deadlines, as in audits, budget preparation and fiscal year end
- Employment Security Check is required
- As The Mustard Seed is a Christian ministry, we require our employees to be in agreement and to sign our statement of faith
- Must have legal authorization to work in Canada on a full-time basis for anyone other than current employer

**Start date:** once a suitable candidate is found

**Apply online using our [Position Application Form](https://themustardseedhr.wufoo.eu/forms/position-application-form/) on our Careers page.  
(<https://themustardseedhr.wufoo.eu/forms/position-application-form/>)**

*The Mustard Seed offers a competitive compensation package including 100% employer paid extended health and dental benefits for staff and dependents, matching RRSP after one year of service, and flex days. The Mustard Seed embraces the concept of employment equity, which includes fair representation, anti-discrimination and reasonable accommodation.*

**Privacy Policy:** The Mustard Seed follows the principles of privacy therefore the privacy policy will be adhered to. We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. The Mustard Seed reserves the right to amend job advertisements. No phone calls please.