



Director of Finance

Curling Canada is a National Sport Organization (NSO) and the leading expert and growth engine for Curling Excellence in Canada. Our exclusive purpose and function are to promote amateur athletics in the form of curling in Canada, on a nation-wide basis. We manage high performance programs (i.e., Team Canada,) select and manage national teams, and we have the exclusive right to name teams to World Competitions and Canadian Olympic organizations. We focus on serving our members (the Provincial, Territorial or Regional Curling Associations) and all of their associated clubs and curlers throughout Canada, with a plethora of services and resources from governance to marketing, to finance, data, and technology.

Curling Canada is seeking a **Director of Finance** to join our team. Reporting to the Chief Executive Officer, the Director of Finance will contribute to building the strategic direction of the Finance and Accounting unit. As a hands-on and participative leader, the Director of Finance will manage and develop an internal team to support various functions including risk management, government reporting, purchasing, strategic and operational planning, IM/IT, legal services, and other administrative support.

The Director of Finance will work a hybrid model, with regular attendance required in the Ottawa, Orleans office to effectively manage and collaborate with staff.

What You'll Be Doing:

- Provide strategic financial advice, insight, and analysis to the Chief Executive Officer (CEO), Senior Management Team, Board of Directors, and the Finance and Audit Committee. This includes monthly and annual financial statements and reports, including appropriate analysis and recommendations
- Liaise with external auditors and the finance committee of the Board of Directors on the annual audit process and implement any necessary changes
- Oversee the annual budgeting and planning process in conjunction with the CEO and Comptroller and senior management team; administer and oversee all financial plans in collaboration with the Comptroller and Senior Management Team
- Oversee the regular report submissions required by Canada Revenue Agency, Charities Directorate, Industry Canada and other governmental departments and agencies as required
- Review Comptroller's reports on all accounting activities including account reconciliation, accounts payable, accounts receivable, billing, credit and collections
- Review and approve with the CEO the operational budgets including those of the event managed properties
- Manage organizational cash flow and forecasting with the assistance of the Comptroller.
- Provide support, through the Comptroller, to the Foundation Officer's administration of the Association's donation program and Curling Club Development Grant program
- Oversee the implementation and updating of all necessary accounting practices
- Provide direction to senior management on the allocation and use of resources
- Analyze and make recommendation related to all major financial and business decisions
- Ensure compliance with all applicable laws and regulations.
- Prepare annual submission to Sport Canada in cooperation with other members of the senior leadership team
- With the assistance of the Comptroller, ensure the necessary financial reports for Sport Canada, Coaching Association of Canada, Canadian Olympic Committee, Own the Podium and other appropriate funding sources are prepared and submitted
- Provides support to the CC Board of Governors and oversees the organization of meetings and strategic planning sessions



- Represent CC in all matters pertaining to property management, including liaison with landlord, banking institutions, ensuring proper security, safety and cleanliness of premises
- Act as liaison on legal matters
- Responsible for the leadership, innovation, governance, and management necessary to identify, evaluate, mitigate, and monitor CC's operational and strategic risk
- Ensures the organization's risk management policies and strategies are in compliance with applicable laws and regulations
- Participate as a member of the Senior Management Team
- Work in a manner that preserves confidentiality and seeks to minimize risk
- Work in a manner that incorporates the elements of a high performance organization
- Incorporate and strengthen collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals
- Provide leadership to the Corporate Services Team by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance
- Support Occupational Health and Safety policies and procedures
- Positively represent CC with internal and external stakeholders
- Ensure Chief Executive Officer is informed of key issues involving Corporate Services as well as the organization as a whole

What you Need To Be Successful:

Qualifications

- Accounting designation (CPA)
- Bachelor Degree in Business Administration or Commerce
- Minimum 8 to 10 years experience in a senior management role
- Demonstrated expertise in Risk Management
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Solid background in Government compliance and reporting and adherence to critical government reporting deadlines
- Experience in applying and reporting for Federal Government funding and out of source funding
- Demonstrated experience with government contribution agreements and deferred revenues
- RCAA government remittances experience
- Experience working in not-for-profit and/or sport sector
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Entrepreneurial team player who can multitask
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, CC board of governors, and staff.

What We Offer

The salary range for this position is dependent upon experience. Curling Canada offers competitive benefits including RRSP matching. The incumbent will be provided a laptop and a cell phone for remote work purposes.



Ideally, we are looking for candidates who want a long-term role and who have the right work ethic, a lot of common sense and initiative and who thrive in a fast-paced, teamwork environment.

Due to the volume of applications, only qualified candidates will be contacted.

We offer a welcoming, inclusive, and supportive environment with a focus on Teamwork and Collaboration. You will be heard! You will grow! We provide support for ongoing professional development and growth.

Interested applicants may apply to financerecruitment@curling.ca. No agencies please.

Come as you are. You are welcome here! Curling Canada is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e. members of Black, Indigenous, and People of Colour (BIPOC) communities).

Curling Canada is compliant with the AODA – Access Ontario Disabilities Act. For access to our policy [click here](#). For feedback on our accessibility please email accessibility@curling.ca.

Revision Date: April 26, 2023

Revised By: Emily Kaldis, Manager HR / Corporate Services