

Director, Finance and Administration

Full-time, Permanent

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 50 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

Director, Finance and Administration

Position Summary

The Director, Finance and Administration will grow and sustain the capacity of eCampusOntario's (eCampusOntario) corporate services. Reporting to the Chief Executive Officer (CEO), this position is responsible for the strategic management of the finance, accounting and information technology (IT) related functions, assisting with the procurement for the organization, general administration as well as supervision of employees within these functions.

Accountabilities

Accountable for the functions of Finance, Information Technology Services, Procurement and Administration at eCampusOntario.

Duties and Responsibilities

The successful candidate will fulfill the following duties and responsibilities:

- **Finance (55%)**

- Financial Management (25%)

- Direct oversight of the finance function:
 - Daily management and employment lifecycle of finance employees;
 - Payroll and benefits administration;
 - Oversight of accounts payable, accounts receivable, and purchasing.
 - Supervise, and manage day-to-day finance operations including functional responsibility for accounting, financial reporting, accounts payable, accounts receivable, payroll and funder reporting and administration.
 - Ensure that eCampusOntario has the systems and procedures in place to support effective and efficient financial management and reporting, and conduct issue-free audits.
 - Focus on planning, implementing, and managing the finance and procurement functions and where appropriate enhance integration between finance, HR/finance including payroll management.
 - Monitors the cash position of the organization, including oversight of monthly bank and credit card reconciliations, approval of bank transactions including wire transfers and purchasing, payment of invoices, and expense reporting processes.
 - Work with CEO on budget planning and reporting functions, and complete reports for the Board of Directors and the Ministry of Colleges and Universities as directed by the CEO.

- Financial Budgeting and Reporting (20%)

- Develops the annual budget in collaboration with the CEO and Senior Leadership Team.
 - Supports and guides the CEO and Senior Leadership Team in monitoring and analyzing monthly budgets and ensuring their approval on purchases.
 - Provides financial analysis reports and forecasts on a monthly and annual basis.
 - Ensures that input is provided by the CEO and Senior Leadership Team (budget holders) in the development of quarterly financial budgets and financial narrative reports.
 - Provides monthly financial reports to the Senior Leadership Team that include unconsolidated, strategic initiative specific income statements and monthly cash flow forecasts.
 - Provides regular financial reports to the CEO, and as directed by the CEO to the Board of Directors and Finance and Audit committee that consist of a Statement of Financial Position, and consolidated and unconsolidated Statements of

- Operations containing the month, quarter and YTD projections and actuals, with both % and \$ variances.
- Creates a combined financial narrative report based on CEO and Senior Leadership Team budget-holder narrative submissions and a summary outlining the status of the organization and any current and/or anticipated changes in the financial position.
- Manages annual audit including preparation of year-end package for the auditor and assists the auditor as required.

Financial Control and Risk Management (10%)

- Ensures that the organization has adequate insurance (Director and Officer, General Liability, Property Insurance, and others as required) and is up to date on all statutory remittances.
- Maintains professional conduct, confidentiality and ethical standards.
- Works with the CEO and Senior Leadership Team to develop risk management plans.
- Reviews, drafts, implements and monitors internal controls and financial policies.
- Develops, implements, adheres to and monitors compliance to internal financial controls to ensure that the organization is protected from risk.
- Ensures that all statutory requirements of the organization are filed on a timely basis including government remittances and applicable taxes (examples include GST, HST, EI, EHT).

• **Information Technology Services (30%)**

- Oversees information technology (IT) services and employment lifecycle of IT employees.
- Leadership and lifecycle planning for technology selection, deployment, maintenance and security across all eCampusOntario program and service areas.
- Leadership and strategy management for the eCampusOntario program and course search portal, and liaison with the staff, consultants, vendors and infrastructure hosting services that provide components of the service.
- Partnership with the Projects, Services and Programs teams at eCampusOntario to support service development initiatives including the open education resource library (Open Library), educational technology sandbox, SXDLab, shared educational technology services and other web properties that require strategic planning and oversight.
- Oversight of protocols for security, service availability, disaster recovery for all eCampusOntario systems and services.

- **Procurement (10%)**
 - Manage the organization's procurement process ensuring compliance with internal policy and provincial regulations.
 - Advise and provide advice on best practices around procurement and lead the review and revision of policy necessary to balance the needs of compliance and the strategic goals of the organization.
 - Ensures the effective administration and maintenance of OOLC's vendor contracts including office equipment, software contracts, domain and web-hosting agreements, office lease/rental.
 - Ensures the purchase, administration and maintenance of office equipment such as photocopiers, fax machines, computers, printers, digital cameras and cell phones are managed effectively and in accordance with the Broader Public Sector (BPS) Accountability and the Procurement Directive.
 - Ensures record keeping for financial documents, inventory, leases, contracts and agreements.
 - Ensures the accounting database for the organization is backed-up automatically/daily.

- **Administration and Other Duties (5%)**
 - Office administration, including oversight of Occupational Health and Safety at eCampusOntario (in consultation with Operations and Governance, and People and Culture, as required).
 - Other duties, as assigned.

Education, Professional Designations and Development

- Bachelor's degree in Accounting or Finance.
- Completion of a recognized accounting designation CA, CPA, CGA and/or CMA.
- Courses or certificates in financial management for nonprofit organizations are considered an asset; IT training and familiarity; agile management practices; a continuing professional development record and ongoing plan.

Experience

- Minimum seven (7) years' experience in financial management, with at least five (5) years' management experience leading teams, with similar type and size of not-for-profit organization.
- Proficiency with accounting software programs such as NetSuite, MS Dynamics Great Plains, QuickBooks, Sage and experience with integrated CRM database systems.
- Experience in evaluating, implementing, and managing IT services and systems.
- Experience with agile management practices.

Skills

- Strong financial management acumen; knowledge of accounting procedures and protocols, budget administration and financial forecasting, analysis and reporting.
- Knowledge of federal and provincial legislation affecting non-profits including CRA regulations in Canada.
- Strong knowledge and experience with the Broader Public Sector Procurement Directive
- Knowledge of network infrastructure, hardware and software management.
- Experience in managing, planning and implementing management information systems and enterprise computing systems.
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking; displays good judgment and supervisory skills including mentorship.
- Strong interpersonal skills and the proven ability to work in a team environment.
- Ability to monitor multiple projects with multiple deliverables and deadlines, and to organize and lead the implementation of plans and processes.
- Excellent written and oral communication skills.

Application Process

Candidates are invited to email us at jobs@ecampusontario.ca (subject **Director, Finance and Administration**) with a Cover Letter and Resume attached as a single PDF file, titled "**Last Name, First Name.pdf**". The Resume must clearly highlights all relevant education, training and experiences that are applicable to the minimum qualifications for this position.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

Posting closes **Wednesday, September 22, 2021**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

The logo for eCampus Ontario features the word "ecampus" in a lowercase, black, sans-serif font, with "Ontario" in a smaller, black, sans-serif font directly below it. To the right of the text is a large, orange, rounded rectangular shape that is slightly tilted to the right.

ecampusontario.ca

Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact jobs@ecampusontario.ca

COVID-19 Pandemic Statement

eCampusOntario's operations are currently remote due to the global COVID-19 pandemic. Once it is safe to do so, this position will be based out of the eCampusOntario office in downtown Toronto where we envision a hybrid-work arrangement will be made available for all of our employees.

For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>