



Volleyball Alberta Career Opportunity
DIRECTOR, FINANCE & CORPORATE SERVICES

The Director, Finance & Corporate Services acts as part of the Executive Team of Volleyball Alberta and as a collaborative leader who maintains the big picture view of the organization. The role will work in collaboration with other leaders to drive Volleyball Alberta's Mission to create positive opportunities and experiences for all players through innovative leadership and exceptional services.

The Director, Finance & Corporate Services is responsible for managing all financial leadership and alignment of the organization's corporate services including enterprise risk management, operations policy, human resources, and information management. This position is responsible for identifying efficiencies and ensuring organizational accountability is in place. This position will act as a conduit to the Board and the Board Audit and Finance Committee. This position is responsible for policy, procedures and practices that adhere to all legal, financial, and legislative requirements of the organization as a non-profit organization in the province of Alberta.

The incumbent will do this by ensuring that financial practices, risk management, information management & technology, human resources, and policy development, are in place to ensure operational excellence and support the organization's direction. The ideal candidate will have a keen eye for detail, excel in problem-solving, and possess exceptional organizational and communication skills. We prioritize individuals who can efficiently handle administrative tasks while showcasing leadership qualities that inspire and motivate others. Work is completed in a fast-paced environment with multiple and simultaneous, externally imposed, deadlines/timelines and constant interruptions.

The role will follow annual work plans that are aligned with our strategic plan. Work is completed independently under the direction of the Chief Executive Officer and involves the direct supervision of managers and oversight of coordinators, contract staff, coaches & volunteers as required.

Weekend and evening work is a requirement of the position with compensatory time off. The Director is a team leader, planner, facilitator, communicator, implementer, and educator.

The position of Director, Finance & Corporate Services is a full-time position based out of our Edmonton or Calgary office.

Responsibilities:

1. Finances

- Leadership and management of financial controls and prudent financial decision making.
- Accountable for all aspects of budgeting, forecasting, reporting, audit payables, receivables, and fund management, including leading the organization through implementation of the processes.
- Lead the organizational cashflow and monitor the use and sustainability of all investments and funds (Strategic, Donation, Technology, Facility, AGLC).
- Lead all accounting information and provide accurate financial records, analytical support and recommendations for the CEO and the Board of Directors.
- Oversee the day-to-day financial processes for accounts payable, accounts receivable, bank deposits, credit cards, member and volunteer T4A's, and online expense claim platform.
- Responsible for reconciliation and filing of GST with Revenue Canada.
- Responsible for ongoing review, amendment as necessary of an efficient general ledger and corresponding coding system for the organization.
- Lead the annual audit process internally with all staff and externally with appointed audit partner.
- Support to the organization on the application and accountability of grants.
- Lead the coordination and reconciliation process for Volleyball Alberta's AGLC activities and funds.
- Be a bank and insurance contact. Initiate required bank transfers, direct deposits and cheque runs and administer/report on investments.
- Coordinate the annual budgeting and planning process in conjunction with the Chief Executive Officer and senior management team; administer and oversee all financial plans in collaboration with the Chief Executive Officer and Senior Management Team.

- Monitor the financial health of the organization, and work with senior leadership on financial risk assessment and disaster recovery planning.
- Lead in developing and streamlining operational efficiencies and implementing process improvements.
- Lead on Investments strategy and policy implementation and monitoring.
- Other responsibilities as required by Volleyball Alberta.

2. Enterprise Risk Management

- Responsible to create the enterprise risk management plan that assesses the organizational risk inherent to Volleyball Alberta including methods and processes to identify and manage risk, assess impact, create a response strategy and monitor its progress while aiding in the achievement of objectives.
- Responsible for the leadership, innovation, governance, and management necessary to identify, evaluate, mitigate, and monitor the company's operational and strategic risk.
- Develops enterprise risk management tools, practices, and policies to analyze and report enterprise risks, and to manage risks according to an enterprise risk management framework.
- Ensures the organization's risk management policies and strategies are in compliance with applicable regulations, and strategic priorities of the business.
- Oversee contracted services as they relate to operations, administration, information management, and technology and connection for Volleyball Alberta and its workforce.
- Oversee internal IT for organization.

3. Leadership & Organizational Alignment

- Responsible to work with the CEO and other Directors as part of the leadership team of the organization. Provide leadership, guidance, coaching, and mentorship to ensure employee engagement and satisfaction as well as quality, consistent operational support and activities.
- Participate, in a support and leadership role, with the Board of Directors attending all meetings.

- In conjunction with the CEO & other Directors, lead the planning and implementation of an effective plan that cascades from strategy to implementation, including monitoring and evaluation of the business plan.
- In conjunction with the CEO establish the tools, systems and processes needed for constantly striving for operational excellence including performance management of staff.
- Establish a positive, healthy and safe work environment in accordance with provincial employment standards, regulations and VA's mission, vision, and values.
- Mentor and develop staff using a supportive and collaborative approach: inspire teamwork and leverage cross-program strengths.
- Set objectives, establish priorities and monitor and evaluate results. Conduct evaluations for any staff under your supervision.
- Oversee human resources, people development, recruitment and administration of staff and volunteers of Volleyball Alberta.
- Oversee payroll and benefits plan for staff.
- Responsible to maintain, amend, implement, and monitor policies, procedures, and practices in keeping with current industry best practices and compliant with all applicable laws and regulations, including oversight of policies.
- Consult, educate and train in maintaining, improving processes for all staff for operational excellence.
- Work with all areas of the business to identify business efficiencies in all elements including finance, insurance, human resources, risk, policy, and information management.
- Leadership and oversight of required Occupational Health and Safety measures.

4. Additional Responsibilities

- Strike and serve on Volleyball Alberta Advisory Groups and Committees as needed.
- Complete reports for Volleyball Alberta committees, executive and other stakeholders.
- Assist with the delivery of other Volleyball Alberta programs and services as needed.
- Undertake various projects and tasks as assigned.
- Contribute to grant applications and reports as required.
- Serve as a Volleyball Alberta ambassador.

Qualifications	
Minimum Experience Requirements	<p>Legally able to work in Alberta</p> <p>5+ years working in finance and/or accounting</p>
Preferred Experience Requirements	7+ years' experience in finance and/or accounting
Minimum Education Requirements	Chartered Professional Accountant (CPA) designation, or pursuit of designation
Preferred Education Requirements	Chartered Professional Accountant (CPA) designation
Required Skills	<ul style="list-style-type: none"> • Experience with similar role(s) that encompass the requirements of this role. <ul style="list-style-type: none"> ○ Financial management ○ Enterprise Risk Management ○ HR management • Practical experience with accounting software (such as Xero, QuickBooks). • Exceptional Excel skills with the ability to assist to train, teach, advise, lead staff in their use of excel. • Experience with Payroll software • Strong leadership, facilitation and mentoring skills • Database management, MS Office suite • Conflict resolution • A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization • Strong organizational skills, decision making/problem solving skills, time management and attention to detail • Exceptional verbal and written communications skills • The ability to work independently, in a fast-paced environment • Knowledge of provincial non-profit organizations.

	<ul style="list-style-type: none"> • Understanding of provincial sport organizations and the Canadian Sport system is an asset.
Conditions of Employment	<p>The successful applicant will be required to</p> <ul style="list-style-type: none"> • Obtain and maintain a clear Vulnerable Sector Police Information Check as per Volleyball Alberta's <u>Screening Requirements</u>. • Valid Driver's license required. • Provide proof of educational and professional credentials.

Volleyball Alberta (VA) is the Provincial Sport Organization and governing body for organized amateur volleyball in the Province of Alberta. Our mission is to unite our members and stakeholders in a safe and inclusive volleyball pathway.

The salary range for this position is based on Volleyball Alberta's Compensation Grid (relative to the successful applicant's education, skills, and experience). We offer a comprehensive benefits plan, flexible work environment, and professional development opportunities.

Volleyball Alberta is an equal opportunity employer. We are committed to our values of progression, transparency, fairness, inclusivity, and integrity. All interested individuals must submit a cover letter and resume by e-mail to the Selection Committee c/o Diane Clarke at **executive@volleyballalberta.ca** by **Wednesday February 12, 2025**.

VA thanks all interested applicants however, only those selected for interviews will be notified.