



St. Clair Region Conservation Authority Job Posting

Position Title: Director of Corporate Services

Job Type: Full-time, permanent

Department: Corporate Services

Immediate Supervisor: General Manager/Secretary-Treasurer

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking for a dynamic leader for its Corporate Services team. Reporting directly to the General Manager/Secretary-Treasurer, the Director of Corporate Services is a vital member of the Senior Management team. This position also provides support to the Board of Directors of the SCRCA and the St. Clair Region Conservation Foundation. The Corporate Services Team is responsible for ensuring that the financial and human resource components of the SCRCA are in conformance with all applicable policies, procedures, and legal requirements.

Duties and Responsibilities

- Day-to-day supervision of direct subordinates and general management of the Corporate Services.
- Provide strategic support for the organization through the development and submissions of budgets (capital and operational) and annual business plans.
- Monitor and analyze the yearly budget for all SCRCA departments and take the necessary corrective measures in a timely manner.
- Develop and submit new or revised policies for the SCRCA.
- Responsible for the management of human resource policies, contract management, procurement, telecommunications (cell phones), and overseeing the financial management of the SCRCA (accounts payable/receivable, payroll, investments).
- Provide leadership to accounting and administrative staff by establishing objectives and evaluating the performance of staff. Mentor department staff by providing an engaging work environment where staff are motivated to achieve established goals.
- Policy development to ensure adequate internal controls are in place and ensure Corporate Policies are up to date with applicable legislation.
- Lead the annual budget and five-year capital forecast in conjunction with the Organizations Senior Management Team.
- Lead the annual audit and be responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards.
- Responsible for investments and compliance to the investment policy.

- Maintain effective control of all human resource administration functions, including policies and procedures, job descriptions and evaluations, employee benefits, employment legislation and regulations, remittances, and compensation research.
- Asset Management Implementation lead.
- Other duties as assigned by the General Manager/Secretary-Treasurer.

Credentials and Experience

- University Degree from an accredited institution.
- A Chartered Professional Accountant (CPA) designation.
- CHRP/CHRL designation (preferred).
- Minimum of 5-years experience in a related managerial position.
- Ability and commitment to act as a supervisor under the OHSA.
- Experience in budget development, financial analysis, and the management of fiscal resources.
- Experience in performance management, conflict resolution, and attendance management.
- Strong leadership, interpersonal, communication, and presentation skills.
- Experience using computerized financial systems (preferably SAGE ACCPAC).
- Experience with Non-profit accounting standards and public sector accounting.
- Experience with third party grants and financial reporting is an asset.
- Experience with Provincial and Federal legislative reporting requirements is an asset.
- Experience with a conservation authority or municipal setting is an asset.

Work Environment/Conditions

Location:

- Position is based at the St. Clair Region Conservation Authority administration office at 205 Mill Pond Cres., Strathroy, Ontario.

Additional Requirements:

- Adequate home office space and equipment.
- Must have access to a personal computer and high-speed internet and adequate bandwidth in the event that working from home is required.
- SCRCA has established a Vaccination Policy for staff in response to the COVID-19 pandemic. As a result, should you be a successful candidate for a position, you will receive a conditional offer of employment contingent on your providing us with proof of full vaccination. If you are seeking an exemption from vaccination due to the application of the Ontario Human Rights Code, you will be required to provide satisfactory evidence of the reason for such an exemption upon receipt of the conditional offer.

Wage and Benefits:

- Salary range: \$51.70/hr to 58.44/hr
- Hours: 35 hours per week
- Benefits:
 - OMERS pension plan
 - Comprehensive benefit package
 - Access to all conservation areas in Ontario

Start Date: As soon as possible

Closing date for applications: Until position is filled

Additional information about the SCRCA is available on the website at www.scrca.on.ca.

Please submit your cover letter and resume outlining how your experience meets the necessary qualifications to:

- 1) kphillips@scrca.on.ca indicating the position title in the subject line of your email, or
- 2) mail to:

Ken Phillips, General Manager/Secretary-Treasurer
Private and Confidential
St. Clair Region Conservation Authority
205 Mill Pond Crescent
Strathroy, ON, N7G 3P9

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The St. Clair Region Conservation Authority is an Equal Opportunity Employer