



POSITION: Director, Finance

REPORTS TO: CEO

Under the direction of CEO of The Humane Society, the Director, Finance is responsible for directing, coordinating, and maintaining an accounting system that properly reflects the financial position of The Humane Society, as well as to monitor departmental policies and procedures and recommend improvements, consult with the Management team, participate in establishing and implementing major goals and objectives, and serve as a resource in all aspects of accounting management.

As a forward-thinking team player who is comfortable with a fast-paced, ever-changing but often challenging environment, the Director, Finance will take on the challenge of juggling multiple demands and will work collaboratively with others.

We are a small organization who is looking for a leader of the Finance functions of the organization, who can take ownership of “all things financial”, and who is not afraid to do what needs to be done – whether that be generating reports, analysis, sharing recommendations, communicating with outside partners and stakeholders, performing basic bookkeeping functions, creating invoices, coverage during vacations, and leading by example.

FINANCIAL ACCOUNTING AND REPORTING:

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), WSIB, EHT, HST Rebates.
- Prepare all supporting information for the annual audit with the approved external auditor.
- Reconcile bank and investment accounts, and manage cash flow.
- Review monthly results and implement monthly variance reporting as compared to budget.
- Manage the cash flow and prepare cash flow forecasts in accordance to policy.
- Manage the bookkeeping function, using the Simply Accounting, including maintenance of the general ledger, accounts payable, accounts receivable and payroll. Responsible for all month end entries, including posting of Journal Entries and account reconciliations including, but not limited to, deferred income, payroll transactions, restricted funding, amortization, accruals, and investment gains.
- Track and maintain all organizational contracts. I.e. Vendors, suppliers, Municipal contracts, etc.
- Participate as a member of the Audit and Finance Committee and the Risk Management Committee.
- Attend Board Meetings providing support to the CEO and Board Treasurer in the presentation of financial statements, as needed
- Maintaining confidentiality for all financial information and personnel records.

- Oversees petty cash, bank deposits and the issuing of cheques and invoices.
- Ensuring that any recommendations the external accountant or auditor makes are implemented in a reasonable time period.
- Represent the organization through communications with the local Municipalities, our accounting firm, insurance companies, bank, veterinarians and customers.
- Support the CEO in contract negotiations through collecting, interpreting and reviewing financial information.
- Responsible for identifying any issues with the day-to-day financial operations, and making recommendations to improve efficiency and accuracy.

PAYROLL ADMINISTRATION:

- Assist payroll practitioner to ensure that employees are paid in a timely and accurate manner.
- Assist with the negotiations and manage the employee insurance and benefits plans.
- Process and submit statutory (EHT, WSIB) and benefits (Health and RRSP) remittances on time.
- Ensure annual T4s and T4As are issued by payroll provider.
- Assist payroll practitioner with the tracking of vacation, sick leave and other leave according to The Humane Society policies.

BUDGET PREPARATION:

- Assist in the preparation of budget in consultation with CEO and Department Managers.
- Assist Managers with the preparation of budgets for funding applications.

PROJECT MANAGEMENT ACCOUNTING:

- Provide accurate and timely reporting on the financial activity of individual projects.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the position.

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position. The employee must have the following skills, among others:

- Post-secondary education in Accounting, Finance or related field required. (CPA preferred)
- Minimum 5 years' experience in a not-for-profit accounting setting, including experience in payroll and/or office administration.
- Outstanding interpersonal skills and the ability to inspire confidence and trust amongst all stakeholders, maintaining positive public relations, acting ethically and responsibly in all interactions
- Excellent organizational skills in order to meet time demands and multiple duties
- Computer literacy – Microsoft Windows, Excel, Simply Accounting, and customized Humane Society programs and knowledge of typical office equipment.

COMMITMENT:

- Full-time, 40 hours weekly.
- This position is centred at the Kitchener location, but may require occasional travel to the Stratford location.
- Able to attend to work-related matters that occur after regularly scheduled work hours.

APPLICATION SUBMISSION:

Please submit your **resume with cover letter** to the attention of Andrew Bell-Ramcharitar by June 26, 2026 to the following email: hr@kwsphumane.ca.

We thank all candidates for their applications; however only those selected for an interview will be contacted.

The Humane Society of Kitchener Waterloo & Stratford Perth welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Benefits:

- Extended health care
- Vision care
- Dental care
- RRSP Match
- Casual dress
- Vacation & paid time off

Job Types: Full-time, Permanent - \$78,000 - \$95,000/annum
This is a current vacancy.