

SOUTH SHORE COMMUNITY SERVICE ASSOCIATION

EMPLOYMENT OPPORTUNITY

☰ Job Title: Financial Director

Organization Type: South Shore Community Service Association

Location: Chester, Nova Scotia

Reports To: Executive Director

Employment Type: Full-time (2080 hours per year)

Salary Range: \$47.00 to \$55.00 per hour dependent on qualifications and experience

Benefits: Paid vacation, holidays, and sick leave; Group insurance including life insurance, medical, dental, and long-term disability; matching Group RRSP.

📌 Position Summary

The Financial Director is part of the leadership team and plays a critical leadership role in overseeing the financial health and integrity of South Shore Community Service Association, a registered charity in Canada and the United States supporting adults living with disabilities in community living and employment. This position ensures compliance with Canadian accounting standards for not-for-profits, manages financial reporting, budgeting, and internal controls, and supports strategic decision-making to advance the organization's mission. Our current operating budget exceeds \$5 million, and we have a workforce of close to 100 people supporting 45 clients.

🔑 Key Responsibilities

- **Financial Oversight & Reporting**

- Prepare monthly, quarterly, and annual financial statements in accordance with applicable standards for charities and not for profits.
- Ensure timely and accurate reporting to the Executive Director, Board of Directors, funders, and regulatory bodies.

- **Budgeting & Forecasting**

- Lead the annual budgeting process and provide financial forecasts to support program planning.
- Monitor budget performance and provide variance analysis.

- **Compliance & Audit**

- Ensure compliance with CRA regulations, charitable reporting requirements, and donor restrictions.
- Coordinate annual external audits and attestations and liaise with auditors.

- **Internal Controls & Risk Management**

- Develop and maintain robust internal controls and financial policies.
- Identify financial risks and recommend mitigation strategies.

- **Payroll & Benefits Administration**

- Oversee payroll processing and ensure compliance with provincial employment standards.
- Manage employee benefits and pension contributions.

- **Grant & Fund Management**

- Track restricted and unrestricted funds, ensuring proper allocation and reporting.
- Support grant applications and financial reporting to funders.

Qualifications

- CPA designation (CA, CGA, CMA) preferred. An equivalent of education and significant work experience in the financial management field may be considered.
 - Minimum 5 years of progressive financial management experience, preferably in the non-profit or charitable sector.
 - Strong knowledge of Canadian charitable regulations, CRA compliance, and fund accounting.
 - Proficiency in accounting software (e.g., Sage 300 or similar) and Microsoft Excel.
 - Excellent analytical, communication, and leadership skills.
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Working Conditions

- Combination of on-site and hybrid.
 - Occasional evening or weekend hours for board meetings, audit preparation, or fund development events.
 - Will supervise finance staff and work closely with program managers and fundraisers.
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Why Join Us?

This is an opportunity to make a meaningful impact by ensuring financial stewardship in a mission-driven environment. You'll help sustain person centered and directed programs that serve individuals who live with daily challenges in their lives and contribute to long-term organizational resilience.

SSCSA base of operations is in the Municipality of Chester on the south shore of Nova Scotia less than 30 minutes from HRM and close to both the Atlantic Ocean and the beautiful forests of Lunenburg County.

Applications will be considered until October 19, 2026, and will be received by: Joanne DeLong, HR Director, South Shore Community Service Association, PO Box 560, Chester NS B0J 1J0 Email: jdelong@bonnyleafarm.ca. The successful candidate will be required to provide an up-to-date Criminal Records check/Vulnerable Sector Records check along with a satisfactory driver's abstract.
