

# OPPORTUNITY

## CHIEF FINANCIAL OFFICER

## Executive Summary

Communitas Supportive Care Society is a charitable, faith-based organization providing social care in communities across British Columbia to those living with disabilities. Communitas serves approximately 1000 people with 435 staff members.

We are seeking a experienced and knowledgeable **Chief Financial Officer (CFO)** to inspire and lead people and culture, and to provide leadership for financial planning at Communitas.

The CFO serves as an integral part of the executive leadership team. You will be responsible for providing leadership with regards to our financial assets, financial risk management, and the financial aspects of Communitas services.

Your responsibilities include oversight for overall financial operations, ensuring agency efficiency, compliance, and alignment with the organization's strategic goals, funder and contract management, overseeing the implementation of effective financial systems and leveraging technology for process improvements.

As the CFO, you will provide financial guidance to the executive and the larger leadership team, and act as a champion for a culture of continuous quality improvement.

You will play a pivotal roll in financial planning and the future delivery of services. You have opportunities to shape, develop and support new accounting and payroll initiatives, including the implementation of new software tools, investment decisions, and the re-development of several properties.

## **Who We Are**

Communitas is a charitable, faith-based organization providing care in communities across British Columbia to those living with disabilities. As a part of our mission, we provide services ranging from 24-hour residential care to skills-based day programs to respite care for families. At Communitas, we support and empower people of all abilities, from all walks of life, faith, social standing, race or ethnicity.

We began in 1974 and are currently celebrating 50 years of service in 2024.

In the beginning days, a group of parents asked “Who will care for our children?” and Communitas responded to these families in those early days. We began at the forefront of a movement of deinstitutionalization, establishing group homes to care for adults with developmental disabilities, then adding support services to support people with life skills as well as social, recreational and vocational skills.

In the 1990s, Communitas expanded its services to include people living with mental illnesses and the work of the organization grew geographically, supporting people on Vancouver Island and the Okanagan.

Today, Communitas employs approximately 435 staff providing person-centred care for more than 1000 people.

Whether it is a shared living home or a daytime activity program, whether a person is living with a developmental disability or someone is journeying with mental health challenges or an acquired brain injury, all who come to Communitas are treated with respect, dignity and love.

## Our Mission, Vision and Values

**Mission:** Inspired by Jesus Christ, Communitas will be a place of belonging, growth and contribution

**Vision:** Creating inclusive community and abundant life for all

### **Core Values:**

**Spirituality:** The whole person is valued, body, soul and spirit. We honour God-given love, creativity and compassion in each person.

**Sacredness of Life:** We believe that all life is precious and should be nurtured.

**Stewardship:** We use all resources accountably and responsibly to serve the good of community.

**Excellence:** We are committed to quality services and continuous learning in all that we do.

**Relationship:** We are people-centred. We build relationships with one another through respect, dignity and gentleness of spirit.

**Community:** We support healthy, inclusive communities that promote belonging, growth and contribution for every person.

**Diversity:** We support and empower people of all abilities, from all walks of life, regardless of faith, social standing, race, gender, orientation, culture or ethnicity.



## Our Future:

In the world of measuring quality, the acronym, P.Q.I., often stands for *Performance Quality Improvements*. However, it does not readily speak to the relationships and human dynamics of a people-centred organization like Communitas.

Throughout our 2022 Strategic Direction, we have chosen to shape our own PQI acronym including, People and Culture, Quality Services and Infrastructure & Resources.

Each of these three key goals was crafted with people-first principles in mind.

- 1. People and Culture:** We want to create a work culture where people join, grow, contribute, work, stay connected and feel appreciated. We will strive to be the community social service, go-to employer in our communities.
- 2. Quality Services:** Services will demonstrate relevant, cutting-edge, best practices.
- 3. Infrastructure & Resources:** Our systems are designed to serve us - not the other way around. Buildings and housing are developed around the people we serve. Enhanced administrative supports and systems will be implemented with the goal of adding value to our people-centred services.

## **Who Are We Looking For?**

Might this be you? We seek a CFO who can help shape, develop and deploy the services we provide. You step into a critical position that requires team work, skill, creativity, experience and enthusiasm. You are committed to our mission and our core values and you act as a role model for all staff members.

You also possess:

- ✓ Master's Degree (i.e. Business Admin, Finance, etc.) and CPA designation
- ✓ 5+ years in senior financial management
- ✓ Alignment with our Communitas' values and our support model for people with disabilities
- ✓ Strong leadership, communication, and financial management skills.
- ✓ Non-profit sector experience and social services experience are assets.
- ✓ Flexibility for evening/weekend work as needed.

## **Responsibilities of the Chief Financial Officer**

### **Financial Leadership and Oversight:**

- Directs financial planning and reporting, and payroll operations, ensuring compliance with laws, standards, and funding requirements.
- Establishes and maintains financial controls and policies to protect assets and infrastructure.
- Leads the annual audit and provides timely financial information to the CEO and Board.
- Manages government funding, ensuring compliance with regulatory requirements.
- Provides financial insights and guidance to the CEO and Board, supporting budget development and long-term planning.
- Aligns financial policies with COA Financial Standards and oversees investment and capital planning decisions.
- Drives technological innovation in finance and payroll operations.

### **System and Process Responsibilities:**

- Leads the vision for efficient and effective financial systems and processes, leveraging technology to streamline operations.
- Oversees system implementation and integration, ensuring data accuracy across all platforms.
- Drives process improvements, ensuring systems are scalable and secure.
- Monitors system effectiveness and implements enhancements to support organizational goals.

### **General Responsibilities:**

- Upholds Communitas' Mission and Core Values while promoting transparency and accountability in financial management.
- Recruits and mentors finance and payroll teams, fostering a culture of continuous improvement.
- Collaborates with the Executive Team on compensation, risk management, and organizational strategy.
- Engages with government, funders, and external agencies to ensure compliance and build effective relationships.

## **Taking the Next Step:**

Explore our website at <https://www.comunitascare.com/>

Check out our Communitas50 Videos at  
[https://www.youtube.com/watch?v=4uZX11pnzwM&list=PLLxaM3\\_mzuHp\\_k9wml0QFuN4vwSpm5caj](https://www.youtube.com/watch?v=4uZX11pnzwM&list=PLLxaM3_mzuHp_k9wml0QFuN4vwSpm5caj)

Read about us on LinkedIn <https://www.linkedin.com/company/communitas-supportive-care-society/mycompany/>

Contact our Human Resources Department at [hr@comunitascare.com](mailto:hr@comunitascare.com) or 604-850-6608.