

Position Summary:

The United Way Peterborough & District (UWP) operates as an open, dynamic, high functioning team that values resourcefulness, creativity, and integrity. United Way is an essential part of our community's social fabric. We are part of the social contract that creates equality of opportunity and works to empower and mobilize our neighbours, organized labour and corporate partners to contribute their time, resources and influence to build strong, inclusive communities.

Reporting to the Chief Executive Officer and working with the Senior Leadership Team, the Director, Finance & Administration, provides strategic and operational leadership across the organization's finance, accounting, administration, risk management, and corporate services functions. The Director is responsible for ensuring that the organization maintains the financial strategies, systems, controls, administrative infrastructure, and professional capacity required to advance its mission, safeguard its resources, and support effective executive and Board decision-making.

Key Duties and Responsibilities:**Oversight of Financial Operations**

The Director is accountable for the overall integrity, performance, and coordination of the organization's financial operations, including:

- accounts payable;
- accounts receivable;
- banking and cash administration;
- payroll-related financial processes;
- general-ledger activities;
- restricted-fund accounting;
- period-end and year-end processes;
- donation, pledge, campaign, and grant reconciliation;
- financial records and supporting documentation; and
- Routine internal and external financial reporting.

Financial Planning and Analysis

- Lead the organization's annual budgeting, multi-year forecasting, financial planning, and management-reporting processes.
- Work with the CEO and departmental leaders to align financial resources with organizational strategy, operational priorities, staffing requirements, community investments, and funding commitments.
- Develop financial models, forecasts, cash-flow projections, and scenario analyses to support strategic and operational decision-making.

- Monitor financial performance against approved budgets and forecasts, identifying material variances, revenue trends, expenditure pressures, liquidity concerns, and emerging risks.
- Assess the financial implications of proposed programs, staffing and compensation decisions, contracts, funding changes, capital investments, and other organizational initiatives.
- Monitor compliance with accounting standards, legislation, charitable obligations, funding agreements, Board policies, and organizational authorities.
- Report material financial irregularities, risks, or compliance concerns to the CEO & Board.
- Oversee cash flow, liquidity, reserves, investments, restricted funds, banking arrangements, and related financial controls.
- Present clear financial analysis, advice, and recommendations to the CEO, senior leadership team, Finance Committee, and Board.
- Recommend corrective actions, resource reallocations, cost-management measures, or changes to organizational plans when financial or operating conditions require them.
- Direct and review the preparation of supporting financial schedules, revenue forecasts, campaign analyses, and other information required for organizational planning and reporting.

Audit Preparation

- Lead organizational preparation for the annual external audit or financial statement review.
- Serve as the primary management liaison with external auditors.
- Respond to complex auditor inquiries and coordinate organizational responses.
- Review draft financial statements, audit adjustments, findings, and recommendations.

Community Investment, Funding Agreement and Recipient Financial Oversight

- Provide financial, compliance and risk-management leadership in the development of community-investment agreements and funding contracts.
- Work with Community Impact and program leads to establish financial terms, eligible-use requirements, payment schedules, reporting expectations, holdbacks, monitoring requirements and remedies for non-compliance.
- Oversee the financial review of reports submitted by funding recipients and identify material variances, unsupported expenditures, incomplete reporting or compliance concerns.
- Establish routine financial checkpoints throughout the term of funding agreements and ensure that outstanding requirements are appropriately followed up, documented and escalated.
- Oversee the authorization, processing and reconciliation of community-investment and grant payments against executed agreements, approved budgets and satisfactory reporting.
- Maintain oversight of a centralized schedule of funding agreements, reporting deadlines, payments, outstanding requirements and recipient compliance status.

Financial Policies, Internal Controls, Regulatory and Membership Compliance

- Lead the development, maintenance, implementation, and review of financial policies and procedures, including procurement.
- Define transaction-preparation, review, approval, documentation, and record-retention requirements.
- Lead and coordinate the organization's compliance with Canada Revenue Agency charitable registration and reporting requirements, charitable receipting obligations, United Way Centraide Canada membership standards, lottery licensing and reporting requirements, funding agreements and other regulatory obligations assigned to the portfolio.
- Establish and maintain an organizational compliance calendar identifying required filings, certifications, renewals, reports, approvals and supporting documentation.
- Coordinate corrective actions and monitor their implementation.
- Provide professional guidance where policies, procedures, or authorities require interpretation.

Procurement, Contracts, Insurance, Facilities and Office Administration

- Provide leadership for organizational procurement and purchasing processes.
- Review and approve purchases and contracts within delegated authority.
- Assess the financial, operational, insurance, and compliance implications of significant agreements.
- Ensure contracts, renewals, commitments, and assigned accountabilities are appropriately documented and monitored.
- Coordinate organizational insurance coverage, renewals, claims, certificates, and related risk requirements.
- Oversee office operations, equipment, supplies, security, records management, and general administrative infrastructure.
- Serve as the organizational lead for information technology, technology infrastructure, cybersecurity coordination, software systems and technology-related vendor relationships, in conjunction with our IT Vendor.
- Maintain oversight of organizational vendors and service providers, including technology providers, Office Connection, Iron Mountain, Canada Post and other administrative or operational suppliers.
- Oversee our Direct Mail process, in collaboration with the CEO.
- Ensure office and administrative practices support accessibility, privacy, confidentiality, safety, and organizational continuity.
- Identify opportunities to improve administrative effectiveness, value, service, and risk management.

Department Leadership & People Management

- Provide direct leadership and supervision to the Finance & Data Officers.
- In collaboration with the CEO, establish clear work plans, priorities, service standards, decision rights, and performance expectations.

- Ensure responsibilities are appropriately distributed across accounting, revenue, grants, data, administration, and corporate services.
- Prevent unnecessary duplication, confusion, or inappropriate transfer of work between positions.
- Conduct regular individual and departmental check-ins.
- Provide coaching, mentorship, technical guidance, feedback, and professional-development support.
- Review departmental capacity, workload, systems, and process barriers.
- Support employees in resolving complex, sensitive, or cross-functional matters.
- Ensure critical responsibilities are documented and appropriately cross-trained.
- Lead recruitment, orientation, performance management, and succession planning within the department.
- Foster a collaborative, accountable, inclusive, accurate, and service-oriented team culture.

Education & Experience:

- Post-secondary degree or diploma in accounting, finance, business administration, or a related discipline, or an equivalent combination of education and progressively responsible experience.
- CPA designation, or substantial progress toward completion, is considered an asset.
- Five to seven years of progressive experience in financial management, accounting, budgeting, reporting, or corporate administration, including experience in a leadership or supervisory capacity.
- Demonstrated experience overseeing financial operations, internal controls, annual audits, organizational budgeting, forecasting, and financial reporting.
- Demonstrated understanding of nonprofit and charitable financial practices, including restricted-fund accounting, donation and grant reconciliation, charitable receipting, community-investment agreements, and funder reporting requirements.
- Experience overseeing administrative operations, contracts, procurement, insurance, technology vendors, or other corporate services is considered an asset.

Knowledge, Skills & Abilities

- Knowledge of Canada Revenue Agency requirements applicable to registered charities, including charitable receipting and annual reporting obligations.
- Advanced proficiency in Microsoft Excel, including financial modelling, data analysis, reconciliations, and the preparation of management reports.
- Proficiency with QuickBooks is considered an asset.

- Experience working with customer relationship management or donor management systems; familiarity with nonprofit fundraising databases is an asset.
- Strong analytical judgment and demonstrated ability to identify financial, operational, compliance, and organizational risks.
- Excellent organizational and project-management skills, with the ability to manage competing priorities and meet firm reporting and regulatory deadlines.
- Demonstrated discretion and sound judgment when handling confidential, sensitive, or high-risk matters.
- Collaborative and service-oriented leadership style, with the ability to build effective working relationships across departments and with external partners.
- Commitment to accuracy, accountability, continuous improvement, and UWP's mission of building a strong, inclusive community.

Working Conditions/Physical Environment:

Work performed in an office environment based in downtown Peterborough. Non-traditional hours are sometimes required due to deadlines or event/meeting schedules.

Benefits:

Extended Healthcare Benefits/Matched RRSP contribution/Paid holidays, vacation days and sick days/Office is closed between Christmas and New Years/Half-day Fridays in July and August

Position type & Salary Range:

The current posting is for a 1.0 FTE, starting at \$83,106.00. Salary ranges up to \$93,536.

Vacancy Status:

This posting is for an active Job Vacancy

Diversity & Inclusion:

United Way Peterborough & District is committed to creating an inclusive, equitable, and accessible workplace that reflects the diversity of the communities we serve. We welcome applications from all qualified candidates and particularly encourage applications from Indigenous, Black and racialized people, persons with disabilities, women, members of the 2SLGBTQIA+ community, and individuals with diverse lived experiences and identities.

Accommodations are available upon request throughout all stages of the recruitment and selection process. If you require an accommodation or this job posting in an alternative format, don't hesitate to contact jseguya@uwpeterborough.ca.

How to apply:

Please send your cover letter and resume to jseguya@uwpeterborough.ca **by 11:59 PM (EST) Friday, August 14**. Due to the volume of applications, we will only be contacting candidates who are being invited into the interview process.