



Position Profile

Director of Finance and Administration

Reports To: Chief Executive Officer

Organization: Reh-Fit Centre

Date: April 2024

ABOUT THE REH-FIT CENTRE

The Reh-Fit Centre in Winnipeg, Manitoba is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment. The Reh-Fit Centre is a state-of-the-art health and fitness facility that offers a unique approach to well-being. As a certified medical fitness facility, the Reh-Fit Centre holds the distinction of being Canada's first certified medical fitness facility. This means it combines fitness services with a focus on preventive and rehabilitative medicine and overall well-being.

Reh-Fit believes that exercise is medicine. Beyond physical strength, they aim to build a sense of community and foster a culture where active lifestyles are the norm. Members benefit from one-on-one coaching, fitness assessments, and nutrition counseling, all included in their membership. These personalized services set the Reh-Fit Centre apart from average fitness centers. The facility boasts bright, clean, and beautifully appointed spaces that motivate and inspire members. The Reh-Fit Centre contributes to a stronger, healthier community through exercise.

ABOUT THE DIRECTOR OF FINANCE AND ADMINISTRATION

Reporting to the Chief Executive Officer, the Director of Finance and Administration is a key member of the leadership team and participates in the development of strategic plans and objectives of Reh-Fit. This position is responsible for the overall direction, control, and planning for the finance, accounting, audit, budget, and investment functions, as well as enterprise risk management and information systems management of the Reh-Fit Centre. The Director of Finance and Administration represents the vision of the Reh-Fit Centre by demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.



We ask those individuals with an interest in further exploring this exciting opportunity to contact:

Katie Derksen at Katie.Derksen@mnp.ca.

KEY LEADERSHIP ACCOUNTABILITIES

Strategic Planning and Administration

- Participate in the key decisions as a member of the leadership team and assist in formulating the Reh-Fit's future direction and supporting tactical initiatives
- Contribute to the strategic thinking and direction by providing financial and accounting information, analysis, and recommendations
- Translate the strategic and business plans for financial planning and accounting into operational plans through the establishment of functional objectives that align with organizational objectives
- Monitor and direct the implementation of strategic business plans
- Develop performance measures that support the Reh-Fit's strategic direction
- Manage the capital request and budgeting processes
- Establish finance operational strategies by evaluating trends, establishing critical measurements, and quality customer-service strategies

Financial and Risk Management

- Appraise the financial position and drive the Reh-Fit's financial planning to ensure cash flow is appropriate for the operations
- Report financial results to the board of directors and oversee the issuance of financial information
- Monitor financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances
- Integrate the budget process with the overall business plan and provide overall guidance and direction in the development and application of organizationally aligned financial strategies.
- Manage the investment of funds in accordance with established policies and oversight of the external audit process
- Control and evaluate the Reh-Fit's capital plan
- Forecast capital needs and staff requirements and identify monetary resources
- Perform risk management by analyzing the Reh-Fit's liabilities and investments and understanding and mitigating key elements of the Reh-Fit's risk profile
- Construct and monitor reliable control systems and maintain appropriate insurance coverage
- Ensure that record keeping meets the requirements of auditors and the boards of directors
- Manage all property records, insurance and liability coverages, as well as vendor relationships, service contracts and partner agreements
- Report risk issues to the audit committee of the boards of directors
- Maintain relations with external auditors and investigate their findings and recommendations

Management and Board Support and Human Resources Management

- Work with the CEO and leadership team and support the Boards of the Reh-Fit Centre and Foundation
- Attend Board meetings and make presentations of financial operations, activities and other areas of interest to the Board, leadership team, and department heads
- Maintain relationships and work collaboratively with all members of the Reh-Fit's teams
- Build and sustain a cohesive, collaborative leadership team that is committed to the best interests of Reh-Fit
- Provide leadership to the finance team, including delegating authority, coordinating, monitoring and evaluating all activities, mentoring and coaching

EDUCATION AND EXPERIENCE REQUIREMENTS

The ideal candidate will possess a post-secondary degree in finance or business with Chartered Professional Accountant (CPA) designation, complemented by 5 to 10 years working in a senior role leading the finance function. An equivalent combination of education and experience will be considered.

- Experience in financial modeling, financial analysis, cash flow management and monitoring investments
- Demonstrated capacity to analyze financial data, prepare financial reports, statements, and projections
- Ability to plan, organize and lead the implementation of plans and processes
- Experience working with a non-profit is considered an asset
- Experience working with collective agreements and information systems management are considered assets
- Strong interpersonal skills and the proven ability to build teams and to work in a team environment
- Strong analytical, conceptual thinking, problem solving, and decision-making skills are essential
- Excellent written and oral communication, presentation, and negotiation skills
- Must also demonstrate the following skills through past relevant leadership and management experience: strategic financial stewardship, best practices in accounting systems, budgets, internal controls, business planning, asset management, cost controls including GAAP, exceptional financial planning, analysis, and reporting, organization, time management, and problem-solving and operational performance measurements and improvement
- Computer proficiency with all Microsoft Office applications and various accounting software is required