

CORK FINANCE DIRECTOR (PART TIME, ONSITE)

KINGSTON ONT

CORK/ Sail Kingston Inc is a highly motivated organization with a challenging mission – to host high quality sailing regattas for all ages, including national, continental and world championships. This is accomplished with a very small paid staff and a large corps of volunteers. The Finance Director is a key contributor whose responsibilities are to manage the financial affairs of the organization and to ensure the efficient and effective use of CORK's financial resources. You will possess strong leadership and proven managerial skills, as well as an in-depth knowledge of finance and accounting. You will be required to work with a variety of key stakeholders including the CORK Board of Directors, staff, sponsors, and partners. Teamwork with the Executive Director will be essential to success. Knowledge of the sport of sailing and bilingual capability are advantages. The work location is CORK's Kingston offices located in Portsmouth Olympic Harbour and this is an onsite position.

The CORK regatta schedule occurs in the period of June to September with the remaining eight months devoted to fiscal year-end reporting, annual financial audit, grant applications, planning and budgeting, which creates flexibility with respect to hours worked. Fiscal year-end is 31 October.

Qualifications:

Degree in Finance, Accounting or Business Administration. Experience in all areas of financial and business management for a mid size organization. Not-for-Profit experience is an asset.

Ability to:

- Create and manage budgets and maintain day-to-day control of finances and financial transactions.
- Establish a good control environment and represent CORK's management on the annual financial audit.
- Develop and maintain positive working relationships with stakeholders and partners such as sports organisations, multiple levels of government, sponsors and tourism agencies
- Work with a Board of Directors and execute their direction
- Work closely and cooperatively with the CORK Executive Director
- Work closely and collaboratively with teams of volunteers, staff, and committees
- Work efficiently with IT technology including commonly used office systems, registration systems and other event specific systems.

Responsibilities:

- Maintain efficient and effective functioning of the CORK finance and business organization
- Work with the Board of Directors to execute their direction and support them in activities such as strategic planning exercises
- Take day to day charge of compliance.
- Take a leading role in the development of annual operating budgets
- Present monthly financial reports and forecasts to the Board
- Develop financial forecasting and budgeting tools
- Ensure adherence by staff to internal control procedures
- Prepare documents for the annual audit, act as CORK's management representative with auditors and respond to audit enquiries
- Communicate with stakeholders, supporters, and participants on behalf of CORK for financial issues

- Liaise with Sail Canada, Ontario Sailing, the City of Kingston and Tourism Kingston as appropriate to responsibilities
- Process financial transactions, including preparing and approving invoices and payments
- Participate in sourcing funding, sponsorship, and grant opportunities, and developing grant proposals and compliance reports
- Participate in general event planning as the Finance lead.
- Administer the competitor registration and payment systems with respect to ensuring registration payments reconcile with financial records.
- Administer volunteer reimbursements to ensure payments are timely and within prescribed guidelines.
- Supervise summer student for financial administration
- The role is on site and requires the incumbent to work in the CORK Kingston office.

Reporting

The Finance Director reports to the Chair of the Board of Directors and is accountable to the Board of Directors

Total Compensation

The position comes with a competitive salary as a part-time position.

Timing

Interested applicants are encouraged to submit a cover letter and resume to hr@cork.org

CORK encourages applications from individuals of all backgrounds who are eligible to work in Canada. As part of our commitment to accessibility for all persons with disabilities, CORK will, upon the request of the applicant, provide accommodation during the recruitment process to ensure equal access to applicants with disabilities. We will consult with applicants to ensure a suitable accommodation is provided.