WE ARE HIRING

# Director of Finance

**Lead the financial transformation of an organization built on care.**

| Department | Reports To | Employment Type | Compensation |
|---|---|---|---|
| **Finance & Administration** | **Administrator** | **Full-Time, Management (Non-Union)** | **$114,000 – $130,000 (depending on experience)** |

## ABOUT THE ROLE

Au Château is seeking an experienced and strategic Director of Finance to serve as the senior financial leader for our organization. In this role, you will oversee the strategic and operational financial functions across our Long-Term Care Home, Life Lease Housing, and the Community Support Services (CSS) Program, leading and mentoring our accounting team while safeguarding the organization's financial assets.

Au Château is embarking on a full transformation of its finance department, modernizing systems, strengthening processes, and building a resilient team. Reporting to the Administrator and working alongside an engaged Board, the incoming Director of Finance will play a central role in that work. This is an ideal opportunity for a seasoned finance professional who thrives in environments where they get to build, not just manage, based in Sturgeon Falls, Ontario (West Nipissing).

## WHAT YOU WILL DO

Your key responsibilities will include, but are not limited to:

- Serve as the organization's chief financial steward, providing strategic advice to the Administrator, Board of Management, and Senior Management team on financial performance, risk, and opportunity
- Lead the coordination and preparation of the annual operating and capital budgets, and present monthly and quarterly financial reports to the Administrator and Board, including variance analysis and recommended corrective action
- Design, implement, and continuously improve financial systems, internal controls, and sound management practices across the Home, Life Lease Housing, and the CSS Program
- Ensure the Home meets the financial reporting and funding requirements of the Ministry of Long-Term Care and Ontario Health, including level-of-care and case-mix funding submissions
- Oversee month-end accounting, inter-entity chargebacks, HST reconciliation, and bank reconciliations, along with the bi-weekly payroll process and related remittances
- Ensure ongoing compliance with Public Sector Accounting Board (PSAB) standards and other Acts and Regulations governing long-term care home finances
- Oversee all accounting and financial matters for Life Lease Housing operations, including reserve fund management, cash flow forecasting, and long-term financial sustainability
- Develop and maintain financial reporting for the Community Support Services (CSS) Program, coordinating its budgetary process and ensuring timely, accurate submissions to funders and the Ministry
- Act as the primary liaison with external auditors and prepare all financial reports required by the provincial government to satisfy Au Château's statutory and funding obligations

- Champion the effective use of financial and ERP systems, applying advanced Excel skills (VLOOKUP/XLOOKUP, PivotTables, macros/VBA) to improve accuracy and efficiency organization-wide
- Supervise, coach, and develop the Financial Accountant and other Finance/accounting staff, and participate in recruitment, onboarding, and performance management
- Serve as an active member of the Management team, contributing financial perspective to operational decisions and representing the organization on relevant committees

## WORKING CONDITIONS

The Director of Finance role combines strategic leadership with hands-on financial management.

Candidates should be aware of the following working conditions:

- Physical environment: Primarily sedentary office work, with occasional walking between departments and Au Château sites/programs
- Schedule: Standard business hours, Monday to Friday, with extended hours required during month-end close, year-end audit, budget preparation, and Board reporting cycles
- Work setting: Office environment located within a long-term care setting, with occasional exposure to a health care environment and its associated infection control requirements
- Deadlines & pressure: Frequent, non-negotiable government and funder reporting deadlines requiring the ability to prioritize competing demands under pressure
- Equipment use: Extensive use of computer workstations, accounting/ERP software, spreadsheet applications (Excel), and standard office equipment
- Confidentiality: Regular access to sensitive financial, employee, and resident information requiring strict adherence to confidentiality and privacy standards
- Supervision: Works under the general direction of the Administrator with a high degree of autonomy and independent judgment; supervises the Financial Accountant and accounting/payroll staff
- Travel: Occasional local travel between Au Château sites/programs and attendance at external meetings, training, or conferences may be required

## WHAT WE ARE LOOKING FOR

The successful candidate will bring the following qualifications and attributes:

### Required Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field from a recognized post-secondary institution
- Chartered Professional Accountant (CPA) designation required (legacy CA, CMA, or CGA designations accepted)
- Minimum seven (7) to ten (10) years of progressive accounting/finance experience, including at least three (3) to five (5) years in a senior leadership or management capacity
- Working knowledge of long-term care home accounting, Public Sector Accounting Board (PSAB) standards, and Ministry of Long-Term Care / Ontario Health reporting requirements
- Advanced proficiency with Microsoft Excel, including VLOOKUP/XLOOKUP, INDEX/MATCH, PivotTables, Power Query, and macros/VBA
- Bilingual in English and French — verbal and written proficiency required
- A satisfactory Vulnerable Sector Check (VSC) prior to hire

**Assets / Preferred**

- Experience in long-term care, health care, or the broader public sector
- Familiarity with GoldCare and other accounting/ERP, payroll, and government financial reporting portals
- Working knowledge of the Fixing Long-Term Care Act, Employment Standards Act, and HST/CRA remittance requirements

## CORE COMPETENCIES

The Director of Finance is expected to consistently demonstrate the following competencies:

- Strategic & Analytical Thinking
- Financial Stewardship & Accountability
- Leadership & People Development
- Technology & Process Efficiency
- Communication & Stakeholder Relations
- Integrity & Confidentiality
- Adaptability & Change Management

## WHY JOIN OUR TEAM?

- Play a leading role in a full transformation of the finance department — an opportunity to build, not just manage
- Work alongside an engaged Board and a supportive Administrator who value your strategic input
- Competitive compensation of $114,000–$130,000, commensurate with experience
- Opportunities for ongoing professional development, including support for CPA continuing education requirements
- A meaningful role where your financial leadership directly supports sustainable, high-quality care for seniors in our community

## HOW TO APPLY

Interested candidates are invited to submit a resume and cover letter to:

**Au Château Home for the Aged**
Attention: Alain Taillefer, HR Manager
Email: recruitment@auchateau.ca
Address: 100 Michaud Street, Sturgeon Falls, ON P2B 2Z4
Application Deadline: September 17, 2026 — We will review applications as they are received.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please advise us of any accommodation needs at the time of application.