



POSITION AVAILABLE

CHIEF FINANCIAL OFFICER (CFO)

OPPORTUNITY OVERVIEW

Position:	Chief Financial Officer (CFO) https://tctrail.ca/chief-financial-officer/
Position Type:	Full-time
Location:	Remote from home, resident in Canada
Team:	Operations
Reports to:	CEO
Start Date:	June 2024

ABOUT US

Our vision is to inspire everyone to embrace the outdoors, to discover the diversity of our land and people, to enhance their health and well-being, and to share their stories along this globally significant and iconic trail network.

The Trans Canada Trail (the Trail) is the longest interconnected network of multi-use recreational trails in the world, spanning over 28,000 kilometres on land and water. Linking three oceans – the Atlantic, Pacific and Arctic – the Trail connects 15,000 rural, urban and Indigenous communities across every province and territory. It is a ribbon that connects Canada’s diverse landscapes, seasons, people and experiences, and fosters unity, collaboration and connectedness.

Trans Canada Trail (the organization) is a registered charity that stewards this national trail in collaboration with community-based partners. With funding from the Government of Canada through Parks Canada, and investments from all levels of government and generous donors, Trans Canada Trail is the largest investor in trail infrastructure projects in Canada, supporting improvements, growth and enhancements for the benefit of generations to come.

Trans Canada Trail staff are community-minded and believe in the benefits of outdoor recreation opportunities for all. Our skills are diverse – from trail development and signage expertise to philanthropy, communications and marketing, and organizational administration. We’re a geographically dispersed team, located in many different places in Canada, but closely connected through technology and a sincere effort to build and maintain effective working relationships with one another.

ABOUT YOU

As the ideal candidate, you are a high-performing and strategic senior finance executive with strong leadership skills. You are a strategic thinker with a results-oriented mindset, capable of developing and executing financial strategies to achieve organizational goals and objectives. You bring broad leadership experience in finance management, audit, accounts receivable, accounts payable, cash flow forecasting and enterprise risk management.

You are committed to fostering a culture of excellence, innovation, collaboration and continuous improvement. The talents and skills you bring to your work are valued by your colleagues and you're always interested in learning something new. You enjoy working remotely and online, using digital platforms to think creatively and work collaboratively, and you believe in the importance of work/life balance.

ABOUT THE ROLE

The Chief Financial Officer (CFO) is a crucial member of the Senior Management Team, reporting directly to the CEO. The CFO oversees, leads and directs all aspects of financial planning, reporting and management for Trans Canada Trail (TCT) and Trans Canada Trail Foundation (TCTF).

The CFO is responsible for the financial management, reporting, budgeting, legal compliance, internal controls, risk management, donations and government grant management, and demonstrates the capacity to work closely with a board of directors. The CFO is accountable for building, leading, coaching, developing and empowering a high-performing finance team. Additionally, the CFO is the staff lead for the TCT Finance, Audit and Risk Committee and the TCTF Finance Committee, and supports the operation and administration of the organization.

This position is open only to residents of Canada, who are eligible to work in Canada.

KEY RESPONSIBILITIES

Financial Management and Strategy:

- Lead all financial management activities, including budgeting, forecasting and financial reporting, and ensure compliance with regulatory requirements for both TCT and TCTF.
- Oversee, manage and participate in day-to-day financial operations, including bookkeeping, cash flow, investments, fund transfers, and capital spending.
- Oversee the development of annual operating budgets, for Trans Canada Trail and Trans Canada Trail Foundation, ensuring alignment with annual operating plans.
- Act as the staff liaison to the TCT Finance, Audit and Risk Committee and the TCTF Finance Committee, providing information and developing reports as required.
- Develop, implement and monitor financial strategies aligned with the organization's mission and strategic plan goals.

- Develop and implement TCT's investment strategy and provide recommendations to the TCTF Board. Ensure capital is invested as decided by the TCTF Board. Monitor and report on investment performance.
- Oversee payroll and benefits administration, ensuring compliance with provincial/territorial and federal labour standards, accuracy in processing and reporting, and remittance of payroll taxes
- Manage the organization's cash streams (restricted and unrestricted), ensuring compliance with contractual agreements.
- Manage internal financial processes between Trans Canada Trail and Trans Canada Trail Foundation, facilitating seamless operations and alignment with the Memorandum of Understanding governing the organizations' relationship. Obtain approval and make fund transfers from TCTF to TCT as required.
- Lead the development, renewal and implementation of financial accounting and administrative policies and procedures.
- Oversee the organization's purchasing function including the implementation of a new, web-based purchase order system.
- Produce monthly financial statements for internal management and quarterly financial statements for the two Boards, including variance analysis.
- Monitor the budget and identify and monitor other key financial metrics.
- Oversee the annual audit and periodic government audits.
- Maintain relationships with financial institutions in the management of corporate accounts, credit facilities and investments.

Risk Management and Compliance:

- Identify and assess operational, financial, legal and reputational risks to the organization, and develop and implement appropriate mitigation strategies.
- Coordinate with the Senior Management Team and communicate risks and mitigation plans to the Board through quarterly reports.
- Implement government and donor funding agreements, ensuring compliance with funding agreements and reporting requirements.
- Ensure compliance with regulatory requirements, including but not limited to tax regulations, labour standards, and employment and payroll legislation.
- Lead and coordinate annual audits, regulatory filings, and the accurate and timely completion of all required documentation.
- Oversee, manage and review organizational insurance, including Directors and Officers (D&O) and general liability insurance, to ensure adequate coverage and competitive premiums, mitigating risks and protecting the organization's assets.
- Ensure that up-to-date regulatory standards and industry best practices are in place to maintain compliance and minimize risk exposure.
- Serve as the point person for legal matters, liaising with legal counsel as needed and overseeing any legal cases or disputes to protect the organization's interests and uphold its legal responsibilities.
- Lead the development, implementation and regular review of human resources and payroll policies and procedures.
- Provide information and support to the Governance and Human Resources Committee as required.

- Manage organizational complaints, developing and implementing a process that ensures complaints will be dealt with in a timely manner. Oversee the development of an annual report to the TCT Board.

Leadership and Administration:

- Provide effective leadership and direction to the finance and administrative functions, fostering a culture of excellence and collaboration.
- Collaborate and participate with the CEO, the Senior Management Team and the Boards to develop and implement strategic and annual plans and to support new initiatives.
- In collaboration with the Senior Management Team, develop, maintain and revise, when required, organizational policies and procedures, ensuring efficiency and adherence to best practices.
- Pursue ongoing review and improvement of the financial processes and systems to ensure organizational efficiency.
- Support the CEO and the Senior Management Team in effective Human Resources management, ensuring legal compliance with our employment agreements, and alignment with our compensation philosophy and other policies.
- Work with the CEO and the Senior Management Team in implementing technologies and systems that support the entire organization.
- Coordinate and manage remote office administration, including, but not limited to, implementing and enforcing remote office policies, overseeing the procurement and deployment of computers and equipment for remote employees, and managing the reception and/or storage and organization of files, equipment and documents.
- Cultivate relationships with Board members and key stakeholders, including government agencies, investors and financial institutions.

Desired experience, knowledge, skills and qualifications

- Chartered Professional Accountant (CPA) designation required
- Minimum of 10 years of experience in a senior finance role
- Experience managing financial operations for mid-size Canadian charity and/or not-for-profit corporation, including participation in the management of donations
- Ability to analyze issues and identify opportunities and solutions
- Strong understanding of CRA regulations and compliance requirements for organizations governed under the Canada Not-for-profit Corporations Act and registered charities
- Excellent communication and interpersonal skills, with the ability to effectively communicate complex financial information to diverse audiences
- Strategic thinker with a results-oriented mindset, capable of developing and executing financial strategies to achieve organizational goals and objectives
- Broad leadership experience in finance management, audit, accounts receivable, accounts payable, cash flow forecasting and enterprise risk management
- Comfortable with day-to-day bookkeeping, including journal entries
- Leadership and team management abilities, committed to fostering a culture of excellence, innovation, collaboration and continuous improvement

- Strong inclination toward and experience in optimizing operations and financial and performance reporting through technology
 - Experience working with Financial Edge, Salesforce, other CRM and financial software is an asset
 - Fluency in both English and French is an asset.
 - Ability to travel as required
 - Applicants for this position should be available to work during Eastern Time (ET) business hours. Residency in Ontario or Quebec is preferred but not mandatory.
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COMPENSATION PACKAGE

We offer a compensation package that includes:

- Salary to be discussed
 - Contributions to group RRSP
 - Insurance: health, dental, long-term disability and life
 - Employee Assistance Program (EAP)
 - Flexible work location (within Canada) and hours of work
 - Generous paid vacation, holidays and sick leave
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COMMITMENT TO INCLUSION AND EMPLOYMENT EQUITY

Trans Canada Trail is a proud equal opportunity employer, and we are committed to creating a respectful, inclusive and barrier-free workplace that allows everyone to reach their full potential. A diverse workforce is key to our success, and we understand that different experiences, expertise and diversity of thought create better opportunities to understand the world we share.

TO APPLY

We value a staff team made up of people with diverse voices and experiences and welcome your application if this role calls out to you. If you already have the skills and experience that we've asked for, great. But we also consider potential – so if you don't have those exact skills yet, but you have the know-how and desire to develop them, know that we support professional growth, and this role may still be a great match for you – so don't be shy about applying.

Applications will only be accepted from residents of Canada, who are eligible to work in Canada.

- **Please send resume and cover letter to hr@tctrail.ca.**
 - **The deadline for submitting your application is May 17, 2024.**
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Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in working at Trans Canada Trail.

Trans Canada Trail is committed to the full inclusion of all qualified individuals. As part of this commitment, Trans Canada Trail will ensure that persons with disabilities are provided reasonable accommodations. If

reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Manager, Human Resources at hr@tctrail.ca.

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Website: <https://tctrail.ca>

Facebook: <https://www.facebook.com/TCTrailSentierTC>

Twitter: <https://twitter.com/TCTrail>

Instagram: <https://www.instagram.com/transcanadatrail>

LinkedIn: <https://www.linkedin.com/company/trans-canada-trail/>