



TANARDBRED CANADA

Looking for **REAL HORSEPOWER**

WE'RE HIRING

POSITION: Director of Finance and Administration

Get to Know Us: Standardbred Canada is a not-for-profit association and the national breed registry for the standardbred horse with over 6000 members. We serve our horses and members by recording pedigrees and racing statistics for the Canadian harness racing industry and by being a news leader for the industry with a very active website and monthly Trot magazine.

Culture: "It's about the H.O.R.S.E. of course" – At Standardbred Canada our corporate values promote Honesty, Ownership, Respect, Service to Others and Excellence. Our success is powered by people and technology. We champion diversity and always look for ways to put more pace into the sport. Our employees are the real horsepower of the association and are always at the core of who we are and what we do.

Location: 2150 Meadowvale Blvd, Mississauga, Ontario

Summary of Position • **Director of Finance and Administration**

Key Responsibilities

- Oversee the accounting and payroll functions of the association.
- Manage all aspects of Human Resources for the association.
- Oversee the association's investments in compliance with the Investment Policy set by the Board of Directors.
- Development and management of the operations and capital budgets and forecasts.
- Oversight and administration of all Standardbred Canada Insurance Programs; Employee Benefits, Association Insurance, Member Insurance Programs.
- Business Planning
- Financial Performance and Reporting.
- Board/Finance Committee.
- Administration (Accounting, Member Services, Field Services, Facilities, Risk Management, Procurement, and Human Resources).
- Leadership.

Required Qualifications

- Undergraduate degree in accounting, finance and/or business administration and a recognized accounting designation (CMA, CPA, CGA) is required.
- A minimum of 5 years of recent experience leading the finance function of a not-for-profit, horse industry sector, or similar organization or business; ideally with at least 5 years broader operations management experience including oversight of HR, Facilities and General Administration.
- Demonstrated understanding of not-for-profit funding and reporting requirements, GST and other rebates applicable to Not-For-Profit organizations.
- Strong business acumen demonstrated through the leadership and implementation of effective and financial planning process, development of new business models and successful investment strategies.
- Understanding of strategic HR and best practice methodologies and experience in implementing these methodologies.
- Strong technical skills with experience selecting and overseeing accounting function and software implementations; advanced knowledge of Sage ERP Accpac and Microsoft Excel.
- Demonstrated ability in preparing financial statements and analysis, reporting, budgeting, and forecasting.
- Experience in developing business cases including the establishment of cost projections and revenue forecasting.
- Proven experience in developing successful working relationships with Board of Directors and member-based committees would be an asset.
- Excellent negotiating, decision-making, problem solving, coaching and conflict resolution skills.
- Exceptional leadership skills with a commitment to collaboration, joint-accountability, and strong relationships with Standardbred Canada members, partners and external organizations.
- Proven success in developing strong and collaborative teams by demonstrating a positive, proactive, and engaging leadership style.
- Superior oral and written communications skills, to both effectively represent Standardbred Canada in presentations and meetings, as well as in preparation of briefing materials, reports, and proposals.
- Problem solving and critical thinking skills, including ability to anticipate obstacles and develop an appropriate and strategic course of action.
- Able to attend occasional weekend and evening work as required.

What We Can Offer for All Your Hard Work?

- Health and Insurance Benefits
- Work from Home Opportunities
- Competitive Salary
- Fast paced working environment

JOIN OUR TEAM • APPLY NOW

Submit your resume and cover letter, with salary expectations, to scvacancy@standardbredcanada.ca

Applicant Closing Date: March 4, 2024

Applications will be reviewed on a rolling basis so please apply early.