
Director of Finance (Full-Time Salaried, 80 hours/biweekly)

Organization: HomeBridge Youth Society www.homebridgeyouth.ca

Classification: Management (Non-Union)

Reports to: Executive Director

Direct Reports: Human Resource/Accounting Administrator (shared supervision)

Location: Dartmouth, Nova Scotia- Onsite (some remote work possible after successful completion of probationary period)

Hours of Work: Full-time (40 hours/week, Monday–Friday, business hours)

About the Opportunity

HomeBridge Youth Society is a licensed non-profit organization providing temporary care to young people (under 19) experiencing emotional and behavioural challenges. We have been in operation since 1977 and provide support and care to over 100 youth every year. We have 140+ employees working collaboratively from a multitude of professions.

We are seeking an experienced and detail-oriented **Director of Finance** to join our Canadian charitable non-profit organization. This role presents a unique opportunity to step into a well-established and well-managed financial environment and play a key leadership role in guiding the organization into its next chapter.

Our current Director of Finance, who has served the organization for 24 years, will be retiring and will remain for up to one year in a part-time capacity to support a structured and collaborative transition. This intentional handover ensures continuity, knowledge transfer, and stability as you assume financial stewardship. This is a leadership role where the Director of Finance must be able to provide both a strategic and operational role, balancing the practical day-to-day financial management and accounting, with long-term planning and organizational leadership.

Reporting to the Executive Director and working closely with the Board of Directors and Finance Committee, you will provide strategic financial leadership, accurate reporting, and reliable financial advice to support effective governance and decision-making.

This role is ideal for a collaborative finance leader who values integrity and accountability, communicates effectively with senior leadership and Boards, and is motivated to continue to grow their career while supporting a mission-driven organization.

Key Responsibilities

Financial Leadership & Oversight

- Lead all financial operations for a \$9M+ annual budget
- Prepare monthly financial statements, analysis, and reports
- Develop annual operating budgets and long-term financial plans
- Provide strategic financial guidance to senior leadership and Board

Accounting & Reporting

- Ensure compliance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO)
- Oversee general ledger, reconciliations, accounts payable/receivable, and fund accounting
- Coordinate and support the annual audit process
- Prepare and submit required filings (e.g., CRA T3010, HST returns, regulatory reports)
- Prepare and track charitable tax receipts for donations in accordance with CRA guidelines and work with the Communications & Development Manager on certain fundraising projects

Payroll & Administration

- Oversee bi-weekly payroll processing and reporting
- Ensure accurate tracking of employee compensation, benefits, and pension contributions
- Collaborate with HR on payroll, benefits, and workforce tracking

Operational Finance

- Manage cash flow, banking, and financial controls
- Oversee billing processes and receivables
- Ensure financial and payroll records are maintained in compliance with retention policies
- Identify opportunities to improve financial systems, controls, and reporting processes, including the adoption of appropriate technology and automation tools

Leadership & Collaboration

- Co-supervise the Human Resource/Accounting Administrator
- Support professional development, training, and effective delegation of responsibilities
- Evaluate workflows and implement process improvements to optimize efficiency
- Present financial results and insights to Management, Board, and Finance Committee
- Collaborate across departments to support operational and financial alignment

Strategic & Organizational Support

- Contribute to organizational policy development and long-term planning
- Support union-related financial calculations, costing and reporting
- Coordinate insurance renewals and organizational financial risk management
- Participate in strategic initiatives, special projects and continuous improvement efforts

Minimum Qualifications

- Chartered Professional Accountant (CPA) designation with active membership in CPA Nova Scotia and CPA Canada
- Minimum 3 years' experience in a senior financial/accounting role
- Demonstrated expertise in ASNPO and fund accounting principles
- Strong proficiency in accounting software (SAGE preferred) and Microsoft Office (Excel, Word)
- Experience with payroll systems (Payworks preferred)
- Interest or experience in leveraging technology to improve financial processes is considered an asset
- Experience in a unionized environment is considered an asset
- Experience in the non-profit or social services sector is considered an asset
- Experience working with Boards or Finance Committees is considered an asset

Core Skills & Competencies

- Ability to translate financial information for non-financial stakeholders
- Strong analytical, problem-solving, and decision-making skills
- Excellent communication (written and verbal)
- High level of integrity, professionalism, and attention to detail
- Strong leadership, organizational, and time-management skills
- Ability to work independently and collaboratively under tight deadlines
- Diplomacy and sound judgment in complex situations
- Commitment to supporting a mission-driven, client-centered organization

Working Environment

This position operates within a 24/7 organization serving vulnerable youth in a trauma-informed environment. While not client-facing, the role requires awareness, sensitivity, and professionalism in supporting programs that serve complex needs.

The work requires sustained concentration, the ability to manage competing priorities, and resilience in a fast-paced environment with strict deadlines. Occasional physical tasks (e.g., lifting file boxes) may be required.

The organization is committed to supporting employees through training, resources, and a collaborative work environment.

Why Join Us?

- Opportunity for a structured and supported leadership transition
- Work within a stable, well-managed financial environment
- Make a meaningful impact in a mission-driven organization
- Collaborate with a dedicated leadership team and engaged Board
- Paid training and professional development is encouraged and supported

What We Offer

- Starting annual salary : \$105,149
- Health, Medical, Dental, Life and Long Term Disability insurance available (cost-shared)
- CAAT pension plan
- CPANS/CPA Canada membership dues paid for
- Free parking onsite
- 120 hours of paid sick time to start
- 120 hours of paid vacation to start
- 13 paid public holidays

Start Date: Negotiable – fall of 2026

Please submit an updated resume and cover letter to:
selectioncommittee@homebridgeyouth.ca

We encourage applicants from Indigenous People, Black and other racially visible people, and those from the 2SLGBTQIA+ community to self identify in your correspondence.

Please note: The successful applicant will be required to provide a clear Child Abuse Screen as well as an up-to-date Criminal Records Check.