



Giving Hope Today

Employment Opportunity The Salvation Army Community Services (Calgary)

Director of Business Administration

Position Type: Regular Full Time – 40 hours per week

Location: Downtown Calgary

Position Summary

The Director of Business Administration is responsible for overseeing finance and information technology operations of the ministry unit along with the fund development and communications functions. The incumbent has the primary responsibility of:

1. Providing accurate financial information to the Executive Director, leadership team, divisional and territorial staff.
2. Ensuring that adequate information technology systems are in place.
3. In collaboration with divisional personnel, providing oversight to the fund development and communications initiatives of the ministry unit.

Hours/Schedule

Regular Full Time – 40 hours per week; Monday – Friday, 8:00am to 4:30 pm.

What you will be doing in your role

- Develops and implements, in consultation with the Executive Director and leadership team, strategic financial initiatives for the ministry unit.
- Completes operational reviews and analysis of programs and services to allow for better allocation of resources and mission advancement.
- Prepares and reviews annual budget for the ministry unit; monitors actual activity against proposed budget on an on-going basis and takes corrective action.
- Provides direction for the day-to-day finance processes including accounts receivables and payables, cash handling, deposits, gift card management, Point of Sale (POS) and fee payments, account reconciliations, purchasing procedures, and charitable receipt processing. Serves as a backup in the absence of finance staff.
- Performs financial management functions including monitoring monthly financial statements ensuring accuracy, preparing financial reports and analysis for Executive Director and leadership team, generating journal entries, and ensuring they are processed in timely manner, ensuring the accuracy of the general ledger, responding to financial questions and requests, and assisting external auditors with annual audits.
- Oversees all Information Technology operations of ministry unit, in conjunction with external contractor, including network setup and security, hardware and software support, facility access control, telecommunications, and security systems.
- In conjunction with Executive Director and divisional personnel, manages fundraising plan for the ministry unit including special events and seasonal campaigns; coordinates grant application processes including research, proposal writing, submission, follow-up, funder recognition and reporting requirements.
- In conjunction with Executive Director and divisional personnel, manages communication plan for the ministry unit; publishes external and internal communications materials including website, social media, digital and print media and emails.

Required Education, Experience and Competencies

- Completion of an undergraduate University degree in Accounting, Business Administration, or related field.
- 5 to 7 years related experience in strategic planning, accounting operations, supervisory administration roles.
- Exposures to managing information technology and communications.
- Attention to detail, problem solving and analytical skills.
- Strong sense of integrity, excellence and confidentiality with professional ethics and a balanced sense of fairness and flexibility.
- Positive teambuilding, interpersonal and collaboration skills.

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **DBAED081123** in your email subject line.

This competition will remain open until the position is filled.

We thank all applicants and those selected for an interview will be contacted.

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing, and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment, and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical, and well-governed.