

Director of Operations

Finance, Human Resources and Administration

The Director of Operations oversees the Finance Unit, and the Human Resources and Administration Unit. The Director of Operations is the staff lead to the Finance Committee and is also a signing officer.

Provide leadership and strategy on the financial affairs of CFC to support the Executive Management Team, the Finance Committee and the Board of Directors. Ensure that effective financial controls are in place and adhered to in order to safeguard CFC's assets and to provide integrity to the reporting of CFC's financial results.

Manage CFC's monitoring and enforcement system to maintain the orderly marketing of chicken and to ensure stability in the chicken industry. Implement and execute an effective auditing program and report key findings and recommendations to the CFC Board of Directors.

Set strategic human resources and administrative direction for CFC's 26 employees while fostering a positive work environment. Develop and review the CFC Business Continuity Plan as leader of the Recovery Management Team.

Key Responsibilities

FINANCE

Manage CFC's short and long term financial planning

- Manage the budgetary process including providing support to the CFC Executive Management Team in the preparation of the annual and semi-annual budgets (\$10 million) and financial forecasts.
- Provide recommendations to the Executive Director, the Finance Committee and the CFC Board of Directors on managing its reserve of funds and determining the appropriate annual levy rate.
- Provide support to the CFC Finance Committee and the CFC Board of Directors.
- Present the CFC approved budget to Farm Products Council of Canada for purposes of extending or amending the *Canadian Chicken Marketing Levies Order*.

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Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and in accordance with generally accepted accounting principles (GAAP) for NPOs.
- Develop and ensure compliance with financial management and control policies, directives, guidelines, and systems.
- Ensure that all statutory requirements are met such as payroll withholdings, corporate tax return, and NPO information return.
- Review and approve all financial information and supporting documentation for CFC's annual financial statements audit.
- Authorize all expenses, including payments by cheque, direct deposit, online banking, and bank transfers while ensuring expenditures are within the approved budget.
- Approve all Directors, Alternates and other travel claims to ensure compliance with CFC Policies and Bylaws.
- Review monthly financial statements, including detailed analysis of all expenditures for the Executive Director's approval.
- Present quarterly financial statements to the CFC Finance Committee for their approval.
- Manage CFC's investment portfolio (\$15 million) to maximize return while ensuring compliance with federal guidelines.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of.

Payroll preparation and administration

- Oversee all payroll functions including bi-weekly approval for employees and weekly approval for CFC Directors.
- Review annual T4s and prepare the EHT Annual Return.

MONITORING AND ENFORCEMENT

Leads monitoring and enforcement efforts within CFC

- Develop monitoring and enforcement policies and procedures, including the planning of provincial board audits, primary processor audits, and market development and specialty licensee audits.
- Identify the need for special audits.
- Review provincial board audit results and report key audit findings and recommendations to the CFC Board of Directors.
- Manage provincial over marketing, including levy assessments, analyze force majeure or other claims, and present to the CFC Board of Directors for its consideration.
- Manage market development and specialty non-compliance with CFC policies and regulations, including levy assessments, analysis of force majeure or other claims, and presentation to the CFC Board of Directors for its consideration.

HUMAN RESOURCES AND ADMINISTRATION

Oversee human resources management services for CFC and its 26 employees

- Develop and recommend HR policies (CFC Personnel Handbook), directives and procedures.
- Provide advice and assistance to the Senior HR and Administration Officer and CFC Management on interpretation and application of such policies and directives.
- Provide guidance and support to the Senior HR and Admin Officer in resolving conflicts.

Employee compensation and benefits

- Review compensation trends and provide recommendations to the Executive Director for annual salaries.
- Oversee CFC's benefit package, including health/dental and pension plan and review annually with consultant.
- Oversee the administration of the CFC pension plan.
- Review CFC office, staff and Directors insurance policies.

Business Continuity Plan (BCP)

- Leader of the Recovery Management Team for the BCP.
- Review and update the BCP on an annual basis.

Carries out all other duties as assigned by the Executive Director.

Competencies and experience

Education:

- Diploma/degree in Business, (Financial) Accounting
- Accounting designation (CPA) an asset

Experience:

- Experience in financial planning, systems and audits
- Three to Five years of experience in management
- Strong leadership skills an asset
- Experience within the agriculture industry is beneficial
- Knowledge within human resources, administration and information systems is beneficial

Language Skills:

- Fluently bilingual (spoken and written)



Computer skills:

- Knowledge using Adagio/similar financial programs an asset
- Excellent knowledge of Word and Excel
- Excellent ability to analyze data and information and to produce financial reports

Travel:

- Minimal travel within Canada is required. Travel will be intermittent through the year, with most trips lasting 2-3 days on average

Please state your salary expectations in your covering email/letter and send to hr@chicken.ca.