

Employment Opportunity

Position: Finance and Administration Director (Calgary)

Position Overview

Does your dream job involve working every day with smart, strategic and values-driven motivated people who are leading Canada's transition to a clean energy future? Do you have proven experience with finance and in building and running a four-person team of dedicated Finance and Administration individuals? *We are Canada's leading clean energy 'think and do' tank and we'd love to meet you.*

The Pembina Institute is seeking an experienced, hands-on and values-driven finance and administration professional to lead Pembina's Calgary head office-based F&A team. The Finance and Administration director will work closely with the Institute's Executive Director, Managing Director and senior staff to ensure that the organization is financially healthy and effectively administered. Pembina is one of Canada's most influential environmental research and advocacy organizations, with five offices in four jurisdictions (British Columbia, Alberta, Ontario and Northwest Territories) in Canada.

The full-time position may require some travel and occasional work on evenings and weekends.

Why the Pembina Institute?

The Pembina Institute is an organization unlike any other working to protect Canada's environment today. We combine the research and technical capacity of a think tank with the values and advocacy of an environmental non-governmental organization (NGO) and the entrepreneurial and business sense of a for-profit consulting firm.

Our people are passionate about sustainability and dedicated to enabling positive social change. Our organizational culture encourages creativity and collaboration, and we offer a flexible and fast-paced work environment that rewards honest character, personal initiative and innovation. The successful candidate will join our dynamic team of nationally recognized professionals working on delivering clean energy solutions into the hands of Canada's decision makers and key influencers.

Compensation and Benefits

The salary rate is competitive for a senior finance and administration professional in the environmental non-profit sector and will be based on skills, experience and qualifications of the successful candidate.

Benefits include:

- extended health and dental
- four weeks of holidays per year
- RRSP plan
- training and development opportunities

Further terms of employment will be discussed with candidates during the interview process.

Roles and Responsibilities

The Director of Finance and Administration's primary responsibility is to oversee organizational financial management (60%) and core operation services (40%). She or he will lead and manage a four person

Calgary-based Finance and Administration group that supports the organization in the areas of finance, planning and budgeting, human resources, space management and administration.

Responsibilities include:

- Monitor and analyze the organization's financial health, and work with the Executive Director and Managing Director to diagnose/solve financial challenges. This includes managing, forecasting and analyzing cash flow.
- Produce and provide accurate, timely, and relevant financial information to management, project managers and external clients (companies, governments, foundations).
- Working with the senior and junior accountants, manage payroll and overall bookkeeping functions using ACCPAC and ABAK systems. (Due to the small size of the F&A team this will require doing entries oneself to help close the books monthly and to ensure adequate redundancy.)
- Prepare quarterly and annual financial statements and financial health indicators, and present both to the Institute's Board of Directors.
- Work with external auditors to produce an annual audit.
- Lead the creation and maintenance of an annual budget (ranging from \$4m - \$5m in size) together with the Executive Director and senior staff, and make recommendations for improvement to budgeting and forecasting practices.
- Manage and continuously update and enhance financial and accounting business practices, policies, and procedures.
- Work with senior staff to improve financial literacy at the group, sub-group, and project team level.
- Oversee the management of relationships and contracts with all major service providers including banking, insurance, legal, audit, telecommunications, landlords, tenants, and third party vendors.
- Oversee the management of relationships with clients for which the Pembina Institute provides finance and administrative services.
- Working with office managers, oversee the management of all physical workspaces including capital purchases and equipment leasing.
- Oversee and support the provision of HR services and policy tailored to match the needs of the Institute and directly supervise the HR Generalist.

Skills and Qualifications

Candidates must clearly address the following points in their application:

- Why working for the Pembina Institute and in the non-profit sector is of interest. Non-profit financial and administrative management experience is a strong asset.
- Why leading and managing a small team is of interest, and one's experience with delegation, training/mentoring and performing financial and administrative tasks oneself when necessary.
- Experience in leading the creation and maintenance of annual budgets and experience with varied approaches to developing budgets and forecasts.
- Experience with producing and presenting financial statements and financial health indicators, and diagnosing/solving financial challenges.
- Extensive experience and knowledge in dealing with accounting systems, project accounting and budgets, internal controls, business planning, and asset management.
- Ability to effectively communicate financial management concepts to program and fundraising counterparts who do not have finance backgrounds
- Direct experience with HR policies and procedures including first hand experience in staff recruitment, staff terminations, performance management, career planning, and compensation negotiations.

- Direct experience in organizational change management as both a project manager as well as senior staff champion.
- Advanced proficiency with Excel and with timesheet and project database programs such as ABAK, and accounting software such as ACCPAC, plus enough IT knowledge to work with consultants on database design problems.
- High level of proficiency with Microsoft Word.
- Diverse personnel management experience.
- Decent knowledge of equipment, facilities management and IT.
- Group problem solving, and consensus building skills.
- Ability to effectively communicate verbally and in writing.
- 5+ years of financial, operations and supervisory experience at the level of a manager.
- Professional certifications/designations, such as MBA, CA, CGA or CMA are preferred.

To Apply

Email your cover letter and resume to careers@pembina.org. Please ensure the following:

- The subject line includes “Finance and Administration Director” and your last name.
- Your cover letter (maximum two pages) explains why you are interested in working with the Pembina Institute and how your skills and qualifications meet the criteria outlined for this position.
- Your resume outlines your relevant skills, education and experience.
- Cover letter and resume are saved as one PDF document using the naming convention lastnamefirstletter-application-position-year.pdf
 - example: smithm-application- F&ADirector-2014.pdf)

Application deadline: Midnight on Sunday, May 25, 2014.

The Pembina Institute is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.