



## POSITION PROFILE

**Organization: The Elliott Community**  
**Position Title: Director of Finance and Operations**  
**Reports to: CEO**  
**Location: Guelph, Ontario**



## THE ORGANIZATION

For over 100 years, The Elliott Community has had the privilege of providing care to citizens of Guelph and surrounding area. The Elliott has choices and offers a range of services to tailor care for each resident at every stage of life, including Long Term Care, Retirement, Life Lease and Respite Care.

The Elliott shares a trusted and prideful relationship with the City of Guelph as the City’s designated Home for the Aged (the only provincially-approved relationship of its kind), and is accredited with CARF Canada. Dedicated to providing the highest quality of life for residents, The Elliott has a unique philosophy formed on family values.

## THE OPPORTUNITY

The Elliott Community is seeking a new Director of Finance and Operations who plays a critical role in driving the overall financial strategy and the financial stewardship of The Elliott Community in pursuit of goals and objectives within the established direction of the Board of Trustees.

Reporting to the CEO, the Director of Finance and Operations will work cooperatively with the other members of the Senior Leadership Team, the Board of Trustees and related sub-committees, on the strategic directions for the Community; consolidation and review of the annual business plans and budgets (operating and capital) prepared by the Departments; and leadership of the business plan review and budget approval process with the CEO and Board of Trustees. Through the monitoring of the performance of Departments against business plans / budgets and the review of variance reports, the Director of Finance and Operations will oversee / initiate any required corrective action in keeping with the budgetary expectations of the Board.

In addition to the oversight of the operations, the Director of Finance and Operations shall be responsible for the management of The Elliott Community’s information, IT and communication systems, reporting and infrastructure needs. The Director will oversee the development and implementation of operation plans and business processes that will enhance the planning and direction of the organization while ensuring their efficiency and effectiveness. The Director will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with the CEO, Board of Trustees and any related sub-committees of the Board.

For the right individual, this is an exceptional opportunity to help shape the future of an organization known for providing among the best quality care in the region, for its innovative and creative ideas, and for its great staff who are proud of their contribution in serving residents and families.

## THE IDEAL CANDIDATE

- At least 6 years of applied practice in a senior leadership role;
- CA, CPA, CGA or CMA designation or University Degree with a major in accounting, Commerce or Business. A combination of education, experience and knowledge will also be considered;
- Ideally experience in the not-for-profit or public sector inclusive of healthcare; brings a passion for seniors and an ability to learn the details of the sector quickly;
- Visionary; sees the big picture; can identify and explore new ideas; innovative;
- Embraces and lives The Elliott’s core values and its unique culture;
- Strong communication skills; good listener;
- Politically astute and diplomatic;

## HOW TO APPLY

This position offers a competitive salary range and benefit package, plus OMERs pension.

Satisfactorily passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position. The Elliott is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds.

The Elliott is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact Human Resources at (519) 822-0491 Ext. 2224.

To learn more about employment with The Elliott Community visit our website at [www.elliottcommunity.org](http://www.elliottcommunity.org). To apply for this exciting and challenging opportunity, express your candidacy via email to [humanresources@elliottcommunity.org](mailto:humanresources@elliottcommunity.org)