



Job Title: Director, Finance

Reports to: President & CEO

The Position:

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has a strong Board and senior management leadership that are committed to a vision for Canada to be a World Class ski racing nation inspired by the passion and performance of Canada's ski teams. Our mission is to increase Canadian Ski Racing podium performances AND inspire growth in participation and fans.

We are currently seeking an experienced senior finance leader to join our organization in the role of **Director, Finance**. This role is for a proactive leader with demonstrated business acumen who is not only strategic but also hands-on, capable of leading and executing complex initiatives that require meticulous attention to detail.

Reporting to the President & CEO, the Director, Finance is a member of the Senior Leadership Team that leads the finance and accounting function. The Director supports the President & CEO in delivering on Alpine Canada's strategic plan and supervises two direct reports who are part of the administration team. The Director is responsible for financial planning, forecasting, reporting and cash flow management to ensure the financial health of the organization. The Director is a strategic business partner that supports revenue generation and ensures our resources are deployed efficiently to achieve our objectives. The Director leads our Enterprise Risk Management Framework and provides oversight of risk mitigation plans.

Duties:

Financial Management

- Lead the financial planning and analysis function, providing insights and recommendations to support strategic decision-making and organizational growth.
- Oversee the management and allocation of expenses across multiple funding envelopes, ensuring that resources are used efficiently to achieve the organization's strategic objectives and annual operating plan.
- Manage the accounts payable and receivable processes, ensuring accurate and timely processing of payments and collections.
- Collaborate with revenue generation and program teams to develop funding proposals and prepare financial reports for funders, ensuring compliance with grant requirements.
- Develop, implement, and maintain finance policies and internal controls to safeguard the organization's assets and ensure compliance with regulatory requirements.
- Monitor and manage cash flow to ensure the organization's financial stability and ability to meet its obligations.
- Ensure the integrity of the full accounting cycle, from transaction entry to financial reporting, maintaining accurate records and compliance with accounting standards.



- Manage the organization's treasury functions, including cash management, investments, and banking relationships, to ensure liquidity and optimize financial returns.
- Lead the preparation and coordination of the annual audit, working closely with external auditors to ensure a clean audit outcome.
- Prepare and present financial reports to the Finance Committee and Board of Directors providing clear and actionable insights to support governance and oversight.

Organizational Leadership & Planning

- Collaborate with the President & CEO and other members of the senior leadership team to implement the organization's strategic and operating plan
- Lead the development and execution of the organization's operational planning process, determining timelines, processes and tools to support planning within and across departments in line with the strategic plan.
- Facilitate operational planning and monitoring, helping to achieve efficient resource allocation and cross-functional execution.
- Lead the establishment and monitoring of key performance indicators (KPIs), providing regular reports to senior leadership to track progress and drive performance improvements.
- Foster a culture of excellence within the organization, demonstrating behaviors that role-model our values and operating principles

Operations & Risk Management

- Lead the Enterprise Risk Management Framework for the organization in collaboration with the senior leadership team to identify, assess, and manage organizational risks.
- Lead the management, planning and control of property insurance requirements, lease requirements, capital expenditures and other elements that impact the organization's operating needs
- Ensure the fulfilment of day-to-day operations including payroll, benefits administration and relationships with vendors and contractors.

Working Conditions:

- Full time
- Calgary office or remote location with strong presence in Calgary for right candidate
- Occasional weekend work and travel will be required to attend meetings and event.

Direct Reports:

- Senior Accountant & HR Generalist
- Finance Coordinator

Key Interfaces:

- ACA Board of Directors & Finance & Audit Committee
- External Auditors
- Facility, funding, and insurance partners/providers
- Sport Canada



Employment Requirements:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field (Master's degree preferred) and a CPA designation.
- Minimum 10 years' progressive experience in budgeting, financial analysis, accounting, and reporting within a non-profit organization.
- Experience leading financial strategy and planning function for a nonprofit organization with multiple funding envelopes (national sport sector experience preferred).
- Experience with compliance and regulatory requirements related to finance, audit, RCAA, and organizational operations
- Strong financial acumen with the ability to provide strategic insights and recommendations to support organizational growth.
- Excellent leadership skills, with the ability to lead cross-functional teams and drive performance improvements.
- An ability to proactively initiate and prioritize tasks and organize a diverse workload taking into consideration priorities, deadlines, and outcomes
- Exceptional communication skills, both written and verbal, can present complex financial information to various stakeholders, including board of directors.
- Experience working with boards of directors, finance committees, and external auditors.
- Knowledge and understanding of the Canadian sport system is an asset
- Experience working with government/public agencies and demonstrated understanding grant and funding rules and application processes
- High level of proficiency in Microsoft Office 365 applications
- Advanced level of proficiency in financial software and tools (e.g. Microsoft Dynamics GP, Business Central, and Excel)
- Familiarity with fundraising management software (e.g. Blackbaud eTapestry) is an asset
- A passion for sport and ability to operate with a scarcity mindset
- Bilingual English / French is an asset

Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience driving results in complex workplace and stakeholder environments.

Please send your cover letter and resume to careers@alpinecanada.org. Interviews will take place virtually and in person.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

CONTACT INFORMATION

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