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**OPPORTUNITY
PROFILE
Director Corporate
Services**



About Green Acres Foundation

Since 1960, Green Acres Foundation has been a trusted provider of affordable housing and care services for seniors across Southern Alberta. Established as a non-profit housing management body by the Province of Alberta, the Foundation has evolved into a network of over 20 senior living communities that prioritize people above all else.

At Green Acres Foundation, we believe that quality of life matters at every age. We go beyond the idea of a “retirement home” by creating vibrant communities that emphasize independence, affordability, quality care, and meaningful connection. Each residence is designed to help seniors remain close to home while enjoying the support they need to thrive.

Our mission is to provide affordable housing and quality services responsive to the needs of our clients. Guided by our vision, we strive to be a fiscally sustainable organization recognized for innovation, growth, and diversity—and above all, trusted as the choice for seniors and their families.

Community is at the heart of everything we do. Green Acres Foundation is not only a housing provider but also a community leader committed to involvement, volunteerism, and meaningful partnerships. By collaborating with local organizations and causes, we ensure that our impact extends well beyond our residences, helping to strengthen the communities we serve.

To learn more about Green Acres Foundation, visit www.greenacres.ab.ca

The Role – Director Corporate Services

Reporting to the Chief Executive Officer (CEO), the Director Corporate Services is responsible for the coordination and implementation of the general accounting, payroll, investment portfolio, and budgeting operations and is also responsible for the oversight of the Human Resources team. The Director Corporate Services' role is to accurately reflect the Foundation's financial position, ensure alignment of HR activities with the Foundation's goals, and provide the Board of Directors, senior management, and facility management with timely information and analysis.

Key Accountabilities

Financial Leadership & Oversight

- Provide strategic direction for all financial operations, including budgeting, forecasting, payroll, accounts payable, receivables, and general ledger management.
- Oversee the preparation, review, and analysis of monthly and annual financial statements, highlighting key trends and risks to inform executive decision-making.
- Ensure timely and accurate reconciliations of accounts, compliance with accounting standards, and effective coordination with external auditors.
- Manage the Foundation's investment portfolio in alignment with approved policies, providing recommendations to optimize returns and safeguard assets.

Strategic Planning & Resource Management

- Lead the development of annual budgets in collaboration with the CEO, management team, and program leaders, ensuring alignment with organizational goals.
- Provide financial projections and scenario analyses to support long-term planning and major initiatives.
- Monitor grant funding, revenues, and expenditures, ensuring accurate reporting and compliance with funder requirements.

Corporate Governance & Risk Management

- Establish and strengthen financial controls, policies, and procedures to mitigate risk and ensure organizational accountability.
- Oversee insurance coverage, procurement, and central inventory to safeguard organizational resources.
- Prepare and present financial reports to the Finance & Audit Committee and Board of Directors, ensuring clarity and transparency.

Operational Support & Leadership

- Provide guidance to site management on payroll, procurement, timekeeping, and budgetary processes.

- Respond to internal and external financial inquiries, preparing special reports and analysis as needed.
- Lead cross-departmental collaboration on special projects such as grant reporting, business planning, and funding proposals.

Human Resources Oversight

- Provide strategic oversight of recruitment, retention, compensation, and training.
- Ensure collective agreement administration and labour relations strategies align with organizational priorities.
- Oversee HR policy, compliance with Alberta employment standards, WCB, OH&S, and other regulations.
- Champion employee culture, engagement, and organizational development.

People Leadership

- Promote collaboration across departments to ensure operational excellence and alignment with organizational objectives.
- Supervise, mentor, and develop staff within the finance and human resources team, fostering a culture of accountability, efficiency, and continuous improvement.

The Person

The ideal candidate will hold a professional accounting designation and bring a minimum of five years of progressive accounting experience, preferably in both private and public sectors. They will have demonstrated experience in leadership, training, and developing staff, with strong knowledge of Sage 300 or comparable accounting software, and proficiency in Microsoft Office applications, particularly Excel and Word. A solid understanding of generally accepted accounting principles, government accounting standards, and audit practices is essential.

Knowledge, Skills and Attributes

Financial Expertise: Brings a comprehensive knowledge of accounting principles, government standards, and audit practices, with proven experience applying them to ensure accuracy, compliance, and accountability.

Technical Proficiency: Demonstrates strong capability in Sage 300 (or comparable accounting software) and advanced proficiency in Microsoft Office, ensuring efficiency and accuracy in financial reporting and analysis.

Communication and Interpersonal Skills: Communicates clearly and effectively, adapting messaging for staff, management, the Board, and external contacts. Builds trust and respect

through attentive listening, diplomacy, and professionalism.

Leadership and Team Development: Motivates and develops staff through mentorship, training, and support. Provides clear direction while fostering collaboration, accountability, and a positive team environment.

Analytical and Problem-Solving Ability: Applies critical thinking to analyze information, evaluate outcomes, and develop practical solutions to complex financial and operational challenges. Maintains accuracy and attention to detail in all aspects of work.

Integrity and Professionalism: Maintains the highest standards of confidentiality, discretion, and ethical conduct. Approaches challenges with a positive attitude, flexibility, and a strong sense of responsibility.

Express Your Enthusiasm

Email a convincing cover letter and a tailored resume (in PDF or Word format) to **John Dugdale** at apply@leadersinternational.com, including the job title in the subject line of the email.

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