



CHIEF OPERATING OFFICER ROCKY VIEW FOUNDATION

AccessHR is pleased to partner with the Rocky View Foundation (RVF) in the recruitment of the newly created full-time position of Chief Operating Officer.

ABOUT ROCKY VIEW FOUNDATION

Serving the residents of Rocky View County, Airdrie, Cochrane, Beiseker, Crossfield, and Irricana, RVF provides quality residential facilities for seniors in a supportive environment through innovative and progressive program service delivery.

Headquartered in Airdrie, Alberta, the Rocky View Foundation offers a variety of affordable housing options including independent living in apartment-style manors, supportive living (SL2) in their lodges, and administration of the rent assistance program for area residents.

A member of the Alberta Seniors & Community Housing Association (ASCHA), Rocky View Foundation's vision is to be the leading provider to seniors needing affordable, safe accommodations and services in the Rocky View region.

POSITION SUMMARY

The Chief Operating Officer (COO) reports directly to the Chief Administration Officer (CAO) and is a key member of the senior leadership team. The successful candidate will lead a high performing and cohesive 6-person team while also staying hands-on with accounting and finance work.

The COO is a trustworthy, ethical, respectful, and approachable leader who listens carefully and thoughtfully to others. The COO embraces community and proactively engages with public and community groups while demonstrating sensitivity to, and respect for, diverse populations.

The COO is responsible for the finance, administration, and operations functions of the Foundation. Major responsibilities include directing and coordinating operations to ensure residences and programs are providing exceptional care; developing and monitoring of business plans that align with the Foundation's strategic plan; applying effective systems and processes to ensure adherence to all legal and regulatory requirements; and leadership of management and administrative personnel.

Key components of the position include:

- Develop and maintain positive rapport with funders, staff, and clients, effectively mediate grievances, and concerns.
- Liaise with managers regarding all site operations; ensure adherence to policies, procedures, accreditation standards, and relevant legislation.
- Maintain ongoing communication with CAO and provide updates on individual, departmental, and organizational goal progress.
- Implement effective monitoring mechanisms to ensure residences and programs comply with occupational health and safety standards, funder requirements, legislation, and accreditation standards.
- Complete and maintain the month-end, quarter-end, and year-end closing process and complete all required financial reporting, to effectively manage and control the Foundation's financial affairs.
- Lead strategic mapping of revenue projections, budget forecasts, and expense management; prepare and present to the CAO and Board of Directors.

QUALIFICATIONS

- Servant leadership style; empathetic and active listener with a focus on team member well-being and long-term growth.
- Exemplary public relations, presentation, and interpersonal skills; ability to collaborate effectively to enhance awareness of the Foundation.
- Financial knowledge and experience including operational and capital budgeting, fiscal management, and procurement.
- Valid Driver's License required.

EDUCATION & EXPERIENCE

- Bachelor's degree in business, finance, or related field.
- 5+ years' progressive accounting, finance, and operations experience.
- Supervisory experience.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).

ASSETS

- Recognized accounting designation, CPA, CGA, CMA, CA, or be willing to work towards.
- Experience with social profit, housing, social services, and/or a housing management body.
- Familiarity with Canadian Public Sector Accounting Standards (PSAS).
- Knowledge and/or experience with preparation of funding applications.

WHAT WE OFFER

- Competitive compensation plan including bonus, comprehensive benefits plan, employee & family assistance program, generous vacation, and Local Authorities Pension Plan (LAPP).

POSITION REQUIREMENTS

- Occasional weekend and or evening work may be required to attend meetings, networking events, conferences, and training.

- Time will be spent in-office or at site locations; hybrid, or remote work not currently available.
- Local travel and valid Driver's License required.

APPLY

Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com. Please indicate "Chief Operating Officer" in the subject line of your email. **The position posting will close at 6:00 pm on July 10th, 2023.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as Rocky View Foundation is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.