

## **VICE PRESIDENT – FINANCE AND OPERATIONS**

The Railway Association of Canada (RAC) is the national industry association representing close to 60 freight and passenger railway companies – railways that transport millions of passengers and approximately \$380 billion worth of goods across our country each year – as well as a growing number of industrial railways and railway supply companies as associate members.

Canada's railways power our economy and move Canada. RAC's mission is to educate and collaborate with members, governments, and communities to ensure that Canada's rail sector is recognized as one of the safest, most competitive, and sustainable in the world, and as playing a critical role in our lives and our economy.

Due to the retirement of the current incumbent, the Railway Association of Canada (RAC) is looking to fill the position of **Vice President Finance and Operations**.

Reporting to the President and CEO, the Vice President Finance and Operations is responsible for developing and overseeing the financial, human, material and information technology resources of the Association in keeping with the strategic vision and policies established for the Association by the Board of Directors.

As an ideal candidate, you bring a strong foundation in financial management, supported by a CPA designation, and have experience in the non-profit sector. You have strong leadership qualities and interpersonal skills and are adept at adapting to changing organizational needs.

To Apply: To fill this position, Railway Association of Canada has partnered with leadership advisory firm Odgers Berndtson. Applications are encouraged immediately and should be submitted online at <https://careers.odgersberndtson.com/en-ca/30398>

For more information, please contact Eric Slankis or Caleb Herrick of Odgers Berndtson. We thank all those who express an interest, however only those chosen for further development will be contacted.

## **OVERVIEW**

Reporting to the President & CEO, the Vice President Finance and Operations, forms a key part of the Association's senior management team, acts as Treasurer for the RAC and works closely with the Finance and Audit Committee of the Board. The Vice President Finance and Operations makes a unique contribution to the growth and development of the Association and is responsible for developing and overseeing, with the President & CEO, the financial, human, material and information technology resources of the Association in keeping with the strategic vision and policies established for the Association by the Board of Directors. The Vice President Finance and Operations contributes greatly to the operational excellence and financial sustainability of the Association.

## **KEY ACCOUNTABILITIES**

### **Finance**

The Vice President Finance and Operations maintains overall responsibility for management of the financial resources of the RAC, including:

- Financial analysis and recommendations;
- Summary and forecast of activity and financial position in areas of income and expenses, based on past, present, and expected operations;
- Budget:
  - Preparation of triennial budget, updated annually;
  - Monitor budget performance;
  - Advise & support the President & CEO;
  - Policy and procedure review and recommendation;
  - Oversee investment management.
- Monitor cash flow of all accounts and ensure appropriate allocation to short-term and long-term investments;
- Annual audit;
- Property and liability insurance coverage; and
- Contract administration.

### **Accounting**

Responsible for the accurate recording of all accounting functions including the management of monthly statement preparation and verification of accounting estimates, to the monitoring of daily accounting procedures and direct supervision of accounting staff.

### **Human Resources**

The Vice President Finance and Operations must facilitate an environment which practices sound management and positive staff relations; is responsible and accountable for all activities and staff at the National office such as:

- Recruitment;
- Employment contracts;
- Employee orientation;
- Performance and salary assessment;
- Payroll processing and benefits administration;

- Monitoring employment legislation; and
- Separation documentation and exit interviews.

### **Administration**

- Ensure that all administrative procedures and communications are carried out within approved policies and budget;
- Co-ordinate the preparation, documentation, approval and implementation of the Association's policies and procedures; and
- Liaise with the staff, Board of Directors, Committees, members and participants as required.

### **Information Technologies**

The Vice President Finance and Operations has overall responsibility for IT Services including:

- Budget requirements and cost controls;
- Supervision of external consultants; and
- Procurement and material management.

### **POSITION REQUIREMENTS**

- Post secondary education in a relevant field (accounting, commerce, business administration, public administration, etc.).
- An accounting designation (CPA,CA; CPA,CMA; CPA,CGA).
- A minimum of seven (7) years hands-on experience in senior finance position, managing transactions and assets in excess of \$2.0 million.
- A minimum of five (5) years of supervisory experience, with a staff of two (2) or more, in full charge of accounting, including statement preparation and financial analysis.
- Previous human resources experience including HR policy development, recruitment, performance and salary assessment and payroll processing/benefits administration is preferred.
- Previous experience reporting to or working closely with a Board of Directors and/or its committees is an asset.
- Bilingualism, though not required, is an asset.

### **Skills/Personal Characteristics**

- Strong organizational skills;
- Excellent communicator (oral and written);
- Proactive and entrepreneurial;
- Able to function strategically in support of the RAC and its membership, while comfortable in functioning tactically; hands-on;
- Able to exercise high levels of diplomacy and facilitate positive change;
- Highly analytical, conscientious, detail oriented and displays good judgement.

### **WORKING CONDITIONS**

- Position is headquartered in Ottawa ON with regular in-person presence.
- Manage multiple activities against aggressive timelines.