



**TABOR VILLAGE**

Providing Care from the Heart



# Opportunity Profile

DIRECTOR OF FINANCE  
TABOR HOME SOCIETY

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Tabor Home Society is looking for a seasoned financial leader to join their team as Director of Finance (DOF).

The DOF is a member of the senior leadership team at Tabor Home Society. Under the general direction of the Executive Director (ED), the DOF provides direct oversight for financial operations, manages risk, and delivers financial accountability for the operating divisions of Tabor Home Society. Along with the rest of the senior leadership team, the DOF contributes to and works toward the achievement of the organization's strategic and operational goals.

If you are a financial professional with senior management experience and a set of values and convictions that align with Tabor Home Society, we would love to hear from you.







# OUR STORY

Members from various Mennonite Brethren churches in British Columbia met in 1959 to organize the Tabor Home Society. With the help of government funding, a facility was constructed in 1960 that could accommodate 39 people.

New additions were added in 1963 and in 1972, providing a total of 118 beds for the Tabor Home. In 1987, the Tabor Manor, a 38-unit apartment building for independent living was constructed. Tabor Court Assisted Living Facility opened in 2006. In 2017, Tabor Home purchased Valhaven, which provides 26 additional beds.

At present, there are eleven participating Mennonite Brethren churches whose members are also members of the Tabor Home Society. Each participating congregation has the ability to nominate a member to sit on the board; larger churches may nominate two members. The Board Nominations Committee recommends members to be appointed to the board. The board is responsible for the oversight of all aspects of Tabor Home Society.



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## OUR MISSION

Tabor Village is a vibrant community where seniors and their families experience "care from the heart" with Christ-like compassion and respect.

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## OUR VISION

Tabor Village is at the forefront of seniors' care and innovation, an employer of choice, a charity of choice, with an increased number of volunteers, and a renewed campus of care.

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## OUR VALUES

The in-dwelling love of God, the transformational character of Jesus Christ, and the inner energizing of God's Spirit are the key dynamics which inspired our founders and those who have continued to provide SERVICE to seniors.

- S - Servant Leadership
- E - Empathy
- R - Respect
- V - Vision
- I - Integrity
- C - Community
- E - Effectiveness



# KEY RESPONSIBILITIES

## Financial Oversight

- Analyze current financial indicators and trends and advise the ED and the board's finance committee on strategies to ensure financial stability and growth for the organization.
- Within the parameters of the approved strategic plan and the direction of the ED, responsible for the planning, organizing, monitoring, and evaluation of the financial accounting and budgeting at Tabor Home Society.
- Ensure the timely and accurate preparation of monthly, periodic, and year-end financial statements, and provide relevant detail and interpretation to the ED, the finance committee, and the board of directors, including reporting on significant variances from budget.
- Responsible for ensuring appropriate preparation for year-end financial audits and implementing recommendations as agreed upon by the auditors, the ED, and the finance committee.
- Responsible for the development, implementation, and monitoring of effective financial controls and policies as required by Accreditation Canada, auditors, government agencies, the finance committee, and the ED.





- Responsible for the timely and accurate submission of financial reports required by Fraser Health or other government agencies.
- Advise on investment and borrowing strategies and implement investing and borrowing decisions as directed by the ED and the finance committee.

### **Team Oversight**

- Responsible for the functioning of various financial and non-financial teams which may include all or some of accounts payable, accounts receivable, payroll, and general ledger teams (collectively, the finance team).
- Hire, coach, evaluate, and terminate staff that report to this position and make recommendations on the optimum utilization of finance personnel.
- Provide the monthly, quarterly, and annual goals for the finance team and hold staff accountable for the completion of these tasks and goals.
- Complete probationary reviews, annual reviews, and performance management, as required.
- Foster a departmental and inter-departmental culture in line with the vision, mission, values, and strategic and operational goals of the organization.

### **Accounting Tasks & Oversight**

The DOF collaborates and works with the accountant/bookkeeper to ensure all the month end, quarter end accruals, bank reconciliations, and any other accounting related tasks are completed. The DOF may complete some or all of these tasks directly or delegate to the accountant as needed.

## Systems Oversight & General

- Guide the vision for optimizing financial systems and processes, utilizing technology to enhance operational efficiency.
- Prioritize and further process improvement.
- Collaborate and attend meetings with government bodies, funding organizations, and external agencies to ensure compliance and foster strong relationships.
- Under the direction of the ED, advocate for funding with the relevant partners at Fraser Health.
- Collaborate with and support other members of the senior leadership team to achieve the strategic and operational goals of the organization.



# QUALIFICATIONS

## **Education, Training & Experience**

- A finance degree (a master's degree, preferred) and CPA designation, preferred.
- 5 years of senior management experience.
- Experience in a health care setting and union environment, an asset.
- Experience in non-profit/senior's care services, an asset.

## **Skills, Abilities & Alignment**

- Strong leadership and communication skills to lead a team by demonstrating the core culture values of Tabor Home Society.
- Alignment with Tabor Home Society's vision, mission, and values.
- Able to find value in providing senior's care services.
- Able to provide a clear criminal record check.



# OUR SEARCH TEAM



[shawn@nelsonandkraft.com](mailto:shawn@nelsonandkraft.com)  
604.614.2665

## **SHAWN PLUMMER** LEADING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



[matt@nelsonandkraft.com](mailto:matt@nelsonandkraft.com)  
613.355.1412

## **MATT ROBBERSTAD** SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

**Location:** Abbotsford, BC

**Application Deadline:** February 20, 2025

**Start Date:** TBD

**Salary Range:** \$90,000 - \$120,000

## HOW TO APPLY

**Apply online at [nelsonandkraft.com/jobs](https://nelsonandkraft.com/jobs) with your cover letter and resume. You must be eligible to work in Canada.**

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