

Employment Opportunity

Director of Finance

Civic Theatres Toronto Toronto, Canada

Civic Theatres Toronto has a full time opportunity in its Finance and Administration department in the role of "Director of Finance". This position is responsible for managing planning, implementing, and controlling the finance and treasury functions of Civic Theatre Toronto (CTT) by overseeing and managing the finance/accounting department.

DUTIES AND RESPONSIBILITIES

- The management of Finance Department including recruitment, hiring, and managing Finance department staff and maintaining accounting systems.
- Review and approve all general ledger and balance sheet reconciliations.
- Oversee cash flow management, wires payments and bank transfers.
- Assure that all legislative and compliance reporting is issued on a timely, accurate and complete basis.
- Review and approve monthly internal operating and capital financial statements.
- Manage the annual budget process.
- Guide VPs, Directors and Managers on budget and accounting issues.
- Oversee, in cooperation with the VP of Finance & Administration, the preparation of monthly and year end audited operating financial statements, note disclosures including PSAS standard review and all working papers and other supporting schedules.
- Attend Finance committee meetings as well as any other Board meetings as requested from time to time.
- Manage appropriate level of internal controls for the operations of CTT.
- Assist the President & CEO and the VP of Finance & Administration as required, in the management of sundry business and contractual matters.

General

- Act as backup to the VP of Finance & Administration.
- Contribute to department and organization special projects as assigned.
- Perform other duties as assigned by the VP of Finance & Administration and/or President & CEO.

JOB SPECIFICATIONS

- Completion of the Chartered Professional Accountant (CPA) program.
- Over 10 years' experience in cash management, financial analysis, financial forecasting, operating & capital budgeting.
- Proficiency in cost accounting with experience in the entertainment industry an asset.
- Proficiency in charity law and practice.
- Proficiency in Excise Tax Act law as it applies to the charitable sector.
- Knowledge of public sector accounting standards as applied to not-for-profits.
- Proficiency in employment and labour law an asset.
- Excellent analytical and strategic planning skills.
- Strong organizational planning and leadership skills.

- Interpersonal and collaborative skills.
- Effective communication skills.
- Planning and organizing skills to coordinate conflicting deadlines and interruptions.

WORKING CONDITIONS

- Flexibility in hours and schedules and include work on nights and weekends as required.
- Lack of natural light in workplace.
- Occasional objectionable odours in workplace.
- Travel between CTT venues as required.

THE ORGANIZATION:

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

HOW TO APPLY:

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@sonycentre.ca. Please include "*Director of Finance*" in the subject line.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: November 23, 2018
Application Deadline: December 7, 2018
Start Date: January 2019