



JOB DESCRIPTION | Associate Director of Finance

The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

The Associate Director of Finance plays a pivotal role in managing and overseeing the organization's financial operations. This position supports the Director of Finance in financial planning, budgeting, and reporting, ensuring compliance with relevant regulations and internal policies. A key aspect of this role is providing expert leadership and guidance in procurement and contracting processes. The Associate Director of Finance will serve as a valuable resource for staff, offering specialized knowledge and strategic insight into contracting practices. This position contributes to strategic financial decision-making and helps streamline procurement activities, enhancing the organization's overall financial efficiency and effectiveness.

Position Summary

Job title	Associate Director of Finance
Job classification	Non-Unionized
Employment Status	2-year Fulltime salaried contract
Hours	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
Work location	Toronto, Ontario. Hybrid work setting, may work on site as required
Salary	\$97,000 - \$105,000 per annum. CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days and 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.
Probationary Period	6 months.

Responsibilities:

1. Financial Planning:

- Assist in the implementation of financial strategies and plans.
- Prepare financial reports, budgets, and financial statements.

2. Budget Management:

- Assist in the preparation of the annual budget.
- Monitor budget performance and make recommendations for adjustments as needed.
- Ensure that budgets align with the organization's strategic objectives.



3. Financial Operations, Compliance and Auditing:

- Assist in day-to-day financial operations, including accounts payable and/or accounts receivable.
- Maintain payroll operations, ensuring accurate and timely processing of employee salary, deductions, and tax compliance
- Maintain general ledger and ensure accuracy and timeliness of financial transactions and records
- Review bank accounts and VISA statement reconciliations for accuracy.
- Assist in preparation and production of mandatory quarterly financial reports.
- Monitor and analyze accounting data and produce financial reports or statements.
- Assist with preparation of annual audit schedules, documents, and reports for the Auditor General of Canada annual audit;
- Assist with internal audit schedules, documents, and reports.
- Ensure compliance with financial regulations and accounting standards.

4. Information Systems:

- Coordinate information technology projects within the Finance Department.

5. External Liaison:

- Liaise with Bank and Investment Managers as needed to ensure the smooth administration of the CRRF accounts;
- Act as liaison with external technical experts regarding IT support;
- Act as main liaison with the property owner regarding maintenance issues.

6. Strategic Planning:

- Collaborate with senior management in strategic financial planning.
- Participate in the development and execution of financial strategies to achieve organizational goals.

7. Procurement and contracting:

- Work closely with the Director of Finance to oversee financial distribution and grant-related payments.
- Ensure the accurate and timely processing of financial transactions and grant payments.
- Offer procurement policy guidance to departmental directors and teams, providing recommendations and evaluations on procurement matters.
- Collaborate in drafting, reviewing, and monitoring contracts to ensure regulatory compliance in financial and procurement processes.
- Maintain comprehensive records of financial, procurement, and contract activities, updating and managing essential documentation.
- Identify opportunities for process enhancement and contribute to policy development and best practices.

8. Others:

- Perform other job-related duties as assigned.
- Foster a culture of collaboration, innovation, and continuous improvement within the team.
- Perform other related duties as appropriate or assigned by management.



Qualifications:

- A degree or diploma (or equivalent experience) in Accounting, Finance, Business Administration or a related field.
- Must have 3+ years of experience as a Certified Public Accountant (CPA) in Canada,
- Preferred 5+ years of experience in accounting and finance, ideally with accounting experience in Crown cooperation or non-profit sectors.
- Must have hands-on experience with various accounting software (i.e.: Sage 50).
- Experience with PSAS “Public Sector Accounting Standards” is an asset.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications. Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Excellent communication skills and strong recordkeeping and organizational skills.
- Ability to work independently and as part of a team.
- Able to work in a fast-paced environment and manage several deadlines.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

To Apply:

Please send cover letter and résumé by **August 23, 2024**:

Email: hr-rh@crrf-fcrr.ca

Some essential and other qualifications will be assessed through your application process.

Proof of eligibility to work in Canada, education, and three professional references will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities. We accommodate people with disabilities throughout the recruitment and selection process. Please indicate your need for accommodation in your application.