



## JOB DESCRIPTION | 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 Director of Finance plays a pivotal role in managing and overseeing the organization's financial operations. A key aspect of this role is providing expert leadership and guidance in procurement and contracting processes. This position contributes to strategic financial decision-making and helps streamline procurement activities, enhancing the organization's overall financial efficiency and effectiveness.

#### Position Summary

<b>Job title</b>	Director of Finance
<b>Job classification</b>	Non-Unionized
<b>Employment Status</b>	Fulltime salaried permanent
<b>Hours</b>	37.5 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
<b>Work location</b>	Toronto, Canada. Hybrid work setting, may work on site as required
<b>Salary</b>	<b>\$110,000 - \$130,000 per annum.</b>  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.
<b>Probationary Period</b>	6 months.

#### Responsibilities:

##### Finance & Accounting:

- Prepare Quarterly Budget Variance report for management and Board of Directors
- Prepare and provide financial information to management
- Monitor approved budget and review all financial transactions and commitments
- Prepare the financial statements in accordance with applicable accounting standards for OAG interim and annual audit and provide working papers, all necessary information and support to the Auditors
- Prepare Annual Financial Management Discussion Analysis
- Coordinate the preparation of Annual Report with financial statements for the Foundation
- Prepare quarterly unaudited financial statements and Financial Management Discussion Analysis as per TBS requirement for posting to the CRRF website



- Responsible for accurate and timely filing of required regulatory returns including T4s, HST, EHT, Registered Charity Annual Information Return, Annual Report to Parliament on the Administration of the Access to Information Act the Privacy Act , Annual Report on the Results and Financial Position of Crown Corporations CC forms, Report on the status of the Official Languages Program Organizations, Annual Report under the Public Servants Disclosure Protection Act, Annual Report on Property Tax Rebate for Charity Organizations
- Ensure compliance with Treasury Board Guidelines and internal governance policies and procedures
- Liaise with Bank Manager and Investment Advisors as needed to ensure the smooth administration of the CRRF accounts
- Oversee the maintenance of ledgers, donation and financial records
- Responsible for preparing staff payroll using ADP payroll system and Cash Management
- Maintains professional relationships with staff from Canadian Heritage and other peers in the Federal Sector

**Investment:**

- Responsible for reconciliation of investment reports
- Ensure compliance with investment policy and guidelines, in consultation with Investment advisors and Committee members
- Manage and schedule, documents for Investment Committees
- Maintains the relationship with the Foundation's Investment Advisor
- Manage fund transfer from investment accounts to operating bank account

**Qualifications:**

- Post secondary education or equivalent experience with Canadian CPA designation
- Proficiency in French is an asset
- Minimum ten (10) years experience in all aspects of financial management in a crown corporation or combination of experience in the non-profit sector
- Excellent knowledge of Accounting Standards in Public Sector, and experience with government auditors
- Experience in a unionized workplace
- Experience in administering contracts, preparing and issuing RFPs, and liaise with suppliers and consultants
- Experience working with Board and committees
- Strong computer skills and preferably Sage 50 Accounting System experience
- Pro-active and will take initiative to drive results
- Ability to adjust to changing organizational needs and communicate / manage expectations
- Ability to work under pressure and meet deadlines
- Resourceful and able to manage changes
- Reliable and cost conscious
- Must have clear and concise written and verbal communication skills
- Ability to coordinate and communicate with senior / executive level stakeholders
- Ability to communicate with all levels of an organization, both internally and externally
- Able to resolve issues logistical and administrative problems independently
- Remains calm under pressure and remains focused



- Ability to support team members and peers with issue identification and solutions
- Ability to use logic and objectivity to resolve issues with minimal impact to the business objectives
- Trustworthy and discreet
- Strong interpersonal skills to build strong relationships with Board and Committee members
- Develop and maintain trust by honouring commitments, maintaining confidentiality and demonstrating sound judgement
- Ability to work with all employees at all levels of the organization
- Drive personal and team accountability for results and work
- Develop trust with team members and Board members
- Maintain openness, honesty and objectivity in work and team management
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

**To Apply:**

Please send cover letter and résumé by **January 23, 2025**:

Email: [hr-rh@crrf-fcrr.ca](mailto: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.