



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.

Reporting to the Director, Finance the Associate Director of Finance plays a crucial role in advancing CRRF's strategic objectives by optimizing financial performance, ensuring compliance, enabling data-driven decisions, supporting cross-functional initiatives and overseeing the financial operations of the organization. This position supports the Director of Finance with leading financial planning and analysis, budgeting, forecasting, variance analysis, internal and external reporting and audit, while ensuring compliance with relevant regulations and internal policies. In addition, the Associate Director of Finance provides guidance on procurement and contracting processes, contributing to strategic financial decision-making.

As a key leadership role, the Associate Director has a significant impact on organizational performance and serves as a key advisor across the organization. This is an opportunity to influence financial decision-making at the highest level, drive operational efficiency, and contribute to the long-term sustainability of CRRF.

Position Summary

Job title	Associate Director, Finance
Job classification	Non-unionized
Employment Status	One-year full-time salaried contract
Hours	37.5 hours per week Willingness and ability to travel and attend meetings and events during early mornings, evenings, and weekends, as required.
Work location	Hybrid working setting, with regular in person meetings. Must be able to work on Eastern Time; candidates in Toronto will be considered.
Salary	\$101,908 – \$110,313 per annum. CRRF offers a comprehensive benefits package, which includes four weeks of vacation, dental, extended health care benefits, life insurance, and 4% of annual income towards RRSP plan.
Probationary Period	6 months

Responsibilities:

Finance and Accounting

- Assist in the development and implementation of financial strategies and plans to support organizational goals.
- Prepare financial reports, budgets, and financial statements to support informed decision-making.
- Identify trends, risks, and opportunities to optimize financial performance.



- Assist in the preparation of the annual budget and multi-year forecasts in collaboration with organizational leaders.
- Monitor budget performance and make recommendations for adjustments as needed.
- Oversee day-to-day financial operations, including accounts payable, accounts receivable, end-to-end 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.
- Assist in preparation and production of mandatory quarterly financial reports.
- Assist with preparation of annual audit schedules, documents, and reports for the Auditor General of Canada.
- Ensure compliance with financial regulations, organizational policies, and accounting standards.
- Maintain strong internal controls to safeguard assets and ensure integrity of financial data.
- Recommend process improvements to enhance efficiency and accuracy in financial operations.
- Assist in accurate and timely filing of required regulatory returns including Registered Charity Information Return, Responses to Parliamentary questions, Annual Report to the Parliament on the Administration of the access to Information Act and the Privacy Act, Annual Report on Charity Organizations and other regulatory returns.

Business Relationships

- Act as secondary contact for banking and investment advisors to ensure the smooth administration of CRRF accounts.
- Act as a financial advisor to internal stakeholders, including Corporate Departments, Programs and the Executive Director's Office.
- Provide financial guidance for cross-functional initiatives and strategic projects.
- Communicate complex financial information clearly to non-financial stakeholders.

Procurement and Contracting

- Work closely with the Director for Finance to oversee financial distribution and grant-related payments.
- Ensure the accurate and timely processing of financial transactions and grant payments.
- Create comprehensive briefing notes as needed for the organization and ensure adherence to internal guidelines and compliance.
- 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.

Other

- Assist in special events and planning program activities.
- Perform other job-related duties as assigned.
- Foster a culture of collaboration, innovation, and continuous improvement within the team.
- Perform other related duties as assigned by management or as deemed appropriate.



Qualifications:

- A degree (or equivalent experience) in Accounting, Finance, Business Administration or a related field.
- Certified Professional Accountant (CPA) designation required.
- Three (3) to five (5) years of experience in financial planning and analysis, including experience with financial modelling.
- Working knowledge of accounts payable and accounts receivable.
- Experience with PSAS “Public Sector Accounting Standards” is an asset.
- Experience implementing ERP systems is an asset.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications.
- Power BI Training is an asset.
- Experience with Sage Accounting software and ADP payroll systems is an asset.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to manage multiple priorities under pressure and meet strict deadlines, while maintaining precision and accuracy.
- Ability to navigate complex stakeholder expectations across multiple departments.
- Excellent communication and interpersonal skills to build trusting and collaborative relationships across the organization.
- Ability to work independently and as part of a team.

To Apply:

Please apply using the link below by **April 29, 2026**, to:

<https://crrf.applytojob.com/apply/1H4EvVYBAv/Associate-Director-Of-Finance>

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

Proof of eligibility to work in Canada, education, and three professional references from your previous supervisor and coworkers 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.