



DIRECTOR OF FINANCE

POSITION TYPE: **PERMANENT FULL-TIME**

LOCATION: **Prosserman JCC (Bathurst/Sheppard in North York)
Schwartz/Reisman Centre (Bathurst/Rutherford in Vaughan)**

GREAT PERKS: **Free Family Fitness Membership to our brand-new incredible facility; paid time off for Jewish High Holidays; Program Discounts; Dental & Medical Benefits; free onsite parking; working with a dynamic team within a supportive inclusive staff culture; a terrific opportunity to grow your career performing meaningful work!**

The JCC's Vision & Purpose:

We have a tremendous opportunity for you to join our team and build your career with us. At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

What We Do:

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the JCC provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

The Ideal Candidate:

- At your core, you're a superb **community connector** with a strong flair for helping people and providing exceptional internal **customer service** and **efficient analytical support**.
- You have a degree as a **Chartered Professional Accountant** or in progress.
- Your **English language** skills are superior, verbal and written.
- You have demonstrated advanced knowledge of **reporting in Excel** and a high comfort level working with **databases, financial software** and **project management technology**.
- You are exceptionally detail oriented and able to multi-task and consistently meet deadlines.
- **Jewish culture, traditions, and a connection to Israel** are evident in your passionate and friendly interactions.
- Moreover, you work collaboratively and are **team oriented**.

Key Responsibilities include:

1. Financial Accounting and Reporting

- Prepare and maintain monthly, quarterly, and annual financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Create/Prepare monthly dashboards for both board and departmental reporting.
- Resolve inconsistencies in financial data and reconcile general ledger accounts.
- Prepare all supporting inter-company information for affiliated companies for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Review monthly results and implement monthly variance reporting.
- Work with departments to ensure complete and accurate recording of transaction in the GL.
- Prepare various monthly and quarterly analysis and reconciliations.
- Prepare and upload month end entries, including internal entries and entries for other departments.
- Additional Excel reporting, and financial analysis as requested by the Director of Finance.
- Tracks financial status by monitoring variances from plan.
- Determines financial status by comparing and analyzing plans and forecasts with actual results.
- Improves financial status by analyzing results and variances; identifying trends; recommending actions.



- Reconciles transactions by comparing and correcting data.
- Increases productivity by developing automated applications; eliminating duplications; coordinating information requirements.
- Provides information to management and Board by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations.
- Prepare and submit quarterly reports to parent and affiliated companies.
- Prepares tax receipt files, including donations and supplementary school tuition tax receipts.

2. Budgets

- Coordinate the process of developing the annual budget (upwards of \$20 million across approximately 16 departments) and ensure the integrity of budget data.
- Develop and maintain spreadsheet templates and implement modifications as needed.
- Train appropriate staff in the use of budget templates, and the explanation of applicable.
- Upload approved budget data reclassifications and adjustments into the accounting system.
- Produce and monitor budget-to-actual reports and perform variance analysis.
- Prepare spreadsheets and analyze various key performance indicators in budget/actual results.
- Meet with department heads and program coordinators monthly and determine material variances from budget.

3. Other duties:

- Assist in the federal, provincial, and municipal grants process including budget, reporting and compliance management, and preparing close-out paperwork.
- Liaise with City of Toronto staff regarding daycare funding.
- Check batches of accounts Receivable monthly prior to posting.
- Accomplishes finance and organization mission by completing other related tasks as needed.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Attends staff meetings and community celebrations and special events.

How to Apply:

We welcome all applicants. 2nd dose Canada approved Covid-19 vaccine is a condition of hire. In accordance with AODA, accommodations during all phases of the hire process, and employment if hired, will be made wherever possible. Please let us know ahead of the interview if any accommodations are required. Please submit your resume in confidence via e-mail no later than January 31, 2022 to jeanette@srcentre.ca. Please state the job title in your email subject line.

We appreciate your application; however we will only be contacting the candidates we wish to interview.