



The Schwartz/Reisman Centre (SRC) and the Prosserman JCC (PJCC) are vibrant and welcoming hubs that connect people to Jewish community and inspire meaningful and healthy lifestyles. As primary destinations of Jewish engagement, the JCCs strengthens individuals and families through its dynamic program offerings.

JCCs programs, services and connections support a diverse and thriving Jewish community and provide a sense of belonging and identity. Through this work, JCCs model a world in which, more than ever, Jewish wisdom is valued; differences are respected; communities are built; creativity is encouraged; and aspirations are realized in exciting and powerful ways. As the scope of our JCCs continues to grow, we are looking to expand our Finance team to help us take our vision of the JCCs to the next level:

DIRECTOR OF FINANCE

Role Summary:

Reporting to the Chief Operating Officer/ Chief Finance Officer (COO/CFO), the **Director of Finance** provides the financial backbone for all the operations, programs and services offered at both the Prosserman JCC (North York) and Schwartz/Reisman Centre (Vaughan). We are looking for a personable, efficient and well qualified **Director of Finance** to join the organization and assume full oversight for the Finance team and all the Finance Department responsibilities including: **Budgets, Financial Oversight, Reporting, Analysis, Payroll, Administration, Forecasting, Risk Management, Grants Administration, Financial Databases, and CRA compliance.**

Key Responsibilities Include:

Management and oversight of all day-to-day financial and business operations of the SRC and PJCC and manage the finance team staff who execute these functions, including:

1. The planning and managing of the annual Budget process.
2. The preparation and provision of timely and accurate financial reports on a monthly, quarterly and annual basis in accordance with GAAP, as well as the provision of ongoing financial information to the COO/CFO and other members of the Senior Management Team and Board to inform decision making and action initiative.
3. The management of cash flow and forecasting; providing direction and oversight for all financial, project-based and departmental accounting.
4. The preparation of appropriate schedules and work with the independent auditor to develop and finalize the annual audit of SRC/PJCC.
5. The implementation of accurate and timely payroll, benefits administration, receivables, payables processes and protocols and IT systems.
6. The reconciliation and balance of sub-ledger accounts to general ledger.
7. The administration of grants and required reporting as well as the provision of financial information to department staff to support their grant applications.

In addition, the Finance Director will directly perform a number of key functions, including:

8. Oversee long-term budget planning, budget reforecasting, cost management and capital budgeting.
9. Serve as a resource for senior management and staff to help them understand the impact of their departmental budgets on overall SRC/PJCC performance.
10. Ensure the Finance staff maintain records according to GAAP.
11. Monitor and provide accurate reporting on the SRC/PJCC investments.



12. Maintain relationships with key partners including our Auditors, Financial and Banking institutions, Insurance and investment partners, UJA, and SRC/PJCC lay leadership.
13. Review and manage, and establish as needed, new internal systems and controls, operations, processes and financial procedures to ensure the integrity of financial information and reporting with an eye to continuously developing and improving systems.
14. Represent the SRC/PJCC on committees of the Board, specifically Finance Committee; participate on other Board committees such as Fundraising Committee and others as assigned.
15. Provide business support and assistance to the COO/CFO as needed.
16. Manage the Finance staff's work schedules and work flow including leave schedules, onboard new staff, provide ongoing training and mentorship, and provide feedback and growth opportunities through Talent Management process.
17. Ensure Finance staff follow SRC/PJCC general code of conduct and policies and procedures including those related to health and safety and well-being.
18. Participate in meetings, learning sessions, committees and community events.
19. Foster an environment that enhances our staff, members and guests' Jewish journey.

Qualifications:

- Qualified Canadian C.A. degree or C.G.A. designation
- 5+ years managing finance staff and finance functions listed above.
- Experience in a not-for-profit organization an asset.
- Advanced proficiency in MS Office, including Word, Excel and PowerPoint; Database Management (e.g. MIP, CSI, Magento, Concur or similar),
- Experience with Payroll systems, and Fundraising Software (e.g. Blackbaud) an asset.
- Experience with grant administration and reporting an asset.
- Strong knowledge of Jewish culture and traditions, Israel and community a must.
- Valid Ontario Driver's License.

Core Competencies:

- Demonstrated competencies and experience that support our core organizational values:
 - Leadership
 - Passion
 - Collaboration
 - Creativity and Innovation
- Demonstrated results and exceptional financial skills and business acumen.
- Superior communication and English language skills – oral and written.
- Dynamic presentation skills.
- Ability to work a flexible schedule when needed (e.g. early morning/evening committee meetings)
- Strong interpersonal skills, professionalism and management skills.
- Makes appropriate and timely decisions and meet deadlines.
- Excellent organizational, time-management, project management and prioritization skills.
- Strong listening skills and systems to gather data, information and feedback and act accordingly to resolve issues and/or meet changing needs of the organization and community.
- Superior customer service skills, internal and external.

Application Process:



We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and well qualified for this exciting opportunity please submit your resume in confidence via e-mail no later than **November 24, 2018** to Jeanette Hyde H.R. Director: jeanette@srcentre.ca.

We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.

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