

**Position Title: Director of Finance****Position Summary:**

North York Harvest Food Bank is seeking a Director of Finance. This role is responsible for fostering strong financial, administrative and operational controls for North York Harvest Food Bank. They will manage all financial, payroll and benefits transactions, ensuring timely and accurate financial reporting and maintaining compliance with Canada Revenue Agency and relevant regulations. They will be instrumental in supporting the organization's programs and operations through the development and implementation of budgets, policies and procedures, service contracts and systems oversight. They will lead the process for organizational risk identification and monitoring as well as the annual financial audit.

Reporting Structure:

The Director of Finance will report to the Senior Director of Operations but have regular interaction with the Executive Director as well as the organization's leadership team and Board of Directors. The role will manage a team of between 2-5 finance and administration staff, and will participate as an active member of the Management team.

Remuneration:

- \$101,000 - \$122,000 per annum
- 3 weeks of paid vacation per annum, pro-rated for partial years of service
- Comprehensive health, dental, disability and life insurance benefits
- Defined benefit pension plan

Key Responsibilities:*Financial Planning and Analysis*

- Develop long-term and annual operating budgets, quarterly financial reforecasts and plans that support the financial health of the organization
- Conduct monthly, quarterly, and annual reporting on key financial and strategic performance indicators
- Prepare financial components for submissions and reports to donors, funders, and partners
- Monitor spending in accordance with specific funding agreements
- Support the development and maintenance of key infrastructure planning



Financial Management

- Process all financial transactions ensuring timely and accurate payments and receipts of funds
- Administer payroll, benefits and pension plan, including any associated statutory or vendor filings
- Complete full cycle accounting functions and journal entries
- Process bank deposits and electronic fund transfers
- Participate in the negotiation and fulfillment of service contracts with suppliers
- Prepare the organization's tax filings with external service providers

Systems and Controls

- Establish, maintain and update the organization's accounting, operational practices, functions, systems, and related policies and procedures
- Analyze key organizational risks and develop mitigation plans in conjunction with the management team, Executive Director and Board of Directors
- Review the organization's insurance policies and ensure appropriate coverage
- Lead the organization's annual financial audit as key point of contact with external auditors
- Other duties as assigned

Qualifications:

- Professional accounting designation (CPA or CMA) or an exceptional knowledge of accounting or finance gained through equivalent professional experience
- 5+ years' direct accounting or financial experience with 2+ years' experience in an operational management or leadership role
- Professional experience with or in a non-profit/charitable environment will be considered a strong asset
- Systems-oriented with a strong attention to detail
- Excellent communication and interpersonal skills with the ability to build and foster professional relationships
- Strong business judgement, analytical and decision-making skills
- Ability to work independently and as part of a team

**Working Environment and Conditions:**

- This position is full-time (37.5 hours per week) on-site in our Toronto offices although hybrid and work from home options may be possible on occasion
- Resources and equipment to work remotely will be loaned to the employee and must be returned at the end or termination of employment.
- To be able to work remotely, the incumbent must have access to a stable internet connection.
- Offers of employment for this role may be contingent upon the successful completion of an enhanced background check
- Occasional evening and weekend work may be required

Physical/Sensory demands:

- Extended periods of desk work
- Occasional standing during public events and program activities
- Engaging in repetitive and/or precise hand/finger movements
- Strong attention to detail
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephony, etc.).
- Exposure to household products and various scents may be encountered in the work place

Application process:

Please submit a cover letter and resume to Mandy Ridley mandy@northyorkharvest.com. We are accepting applications on a rolling basis.

Applicants must be legally eligible to work in Canada.

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs known in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants, however only those invited for an interview will be contacted.