



JOB POSTING

Director of Finance & Systems

The Arts Club Theatre Company leads in developing and producing live theatre in BC. Our mission is to inspire and nurture artists and audiences through diverse cultural experiences that are engaging, thought-provoking, and artistically innovative. We have a history—and a future—of never being content with the status quo and always tenaciously striving forward, from our founding to today.

Reporting to the Executive Director the Director of Finance and Systems works closely with the Senior Leadership Team (SLT), Board Chair, Foundation President and Treasurer, the Arts Club Group's Treasurer and Board Chair.

The Director of Finance and Systems is responsible for providing financial and Information Technology (IT) vision and leadership to the organization and its staff, as well as a leadership role in ensuring the team achieves the operational, financial and strategic goals and objectives established by the Senior Leadership team and the Board of Directors in both the strategic and the annual operating plans.

DUTIES AND RESPONSIBILITIES

As a senior leadership team member (SLT), the Director of Finance and Systems will lead and manage the finance, systems, business planning, and risk management strategy for the organization. Specifically, the Director of Finance and Systems will lead the teams, be responsible for financial oversight and cash flow management, financial reporting, and ensure that systems, controls, and processes are in place according to financial management and IT best practices.

Planning

- Plans and coordinates the annual budgeting process.
- Collaborates with the Executive Director, Artistic Director, the Board, and SLT to translate strategies into yearly operational budgets.
- Plans and manages the organization's long-term cash and financial needs in alignment with the strategic plan and operational priorities.
- Collaborates with the Executive Director, Artistic Director, the Boards, Board Committees, and external agencies to secure financing and alternative funding to achieve capital and operating financial needs.
- Prepares multi-year financial forecasts
- Collaborates with the Executive Director, Artistic Director, the Board, and the SLT to develop business management goals, objectives and policies for organizational growth and prosperity.

Human Resources

- Develops and defines financial and systems team structures, roles and goals to achieve organizational directives.
- Coaches and mentors the finance and systems team to success, including performance appraisals, professional goal setting and course correction.

Financial Systems and Controls

- Develops and implements processes and procedures to ensure the organization has the necessary financial systems and controls.
- Develops and oversees the Internal Review function to ensure compliance with finance and operations controls and policies.
- Ensures effective follow-up processes are in place.
- Recommends and develops policies as needed to ensure the organization adheres to accounting standards and best practices.

- Helps identify, assess, and mitigate organizational finance risks.
- In collaboration with the Executive and Artistic Director, reviews and monitors economic operating models for the Arts Club.
- Ensures the Foundation complies with all internal policies and relevant regulations and ensures filings are completed in a timely manner.

Financial Management and Reporting

- Reports cash flow and budget performance for Senior Leadership Team.
- Responsible for regularly reporting, projections, cash flow and budget performance to both the Arts Club Society's Finance Committee and Board, and the Foundation Board.
- Provides financial information to departments as needed for grants, programs, or other operational needs.
- Prepares financial statements for the annual report.
- Oversees all external financial reports to the government and other agencies.
- Plans, coordinates and reviews the annual audit process and presents recommendations to the Executive Director.
- Creates regular financial forecasts to assist SLT with budget spending decisions and to identify possible areas of concern.
- Manages the payroll function, ensuring efficient systems, processes and controls.
- Oversees mandated compliance in areas such as tax filings, government remittances, CEWS, EHT, WCB remittances, CRA charitable reporting, gaming applications and reporting, union bonds and reporting.

Banking and Investments

- Manages all accounts and loan agreements.
- Oversees and reports on investments for all societies.
- Manages Payment Card contracts, relationships with vendors, and adherence to key vendor policies.

Insurance and Risk Management

- In collaboration with SLT, assists with risk management policies and procedures and communicates with our Insurance Broker.
- Reviews and coordinates insurance renewals and claims.
- Secures insurance certificates as needed.
- Manages and develops organizational risk management plans to ensure a safe and positive experience for all.
- Performs and monitors risk management assessments and responds to incidents.
- Maintains responsibility for the Arts Club Group and the Foundation's Insurance and Risk Management program.
- Oversees the annual insurance renewal process and ensure appropriate coverage is maintained at all times
- Reviews financial terms of contracts from preferred vendors and contractors.
- Manages ongoing banking relationships for maximum efficiency.

IT and Systems

- Manages the relationship with IT service providers and provides strategic assistance for long-term IT structures for the organization.
- Develops internal IT policy in conjunction with the Executive Director and IT services provider to ensure cybersecurity controls.
- Maintains internal communications to staff.
- Monitors and assists with quarterly assessments of PCI compliance in conjunction with our PCI consultant.

Arts Club Foundation

- Prepares the quarterly Arts Club Foundation board package, including investment and financial reports.
- Liaises with our investment manager on the investment portfolio and related policies.
- Prepares distribution of investment funds.

QUALIFICATIONS AND EXPERIENCE

The Director of Finance and Systems must be an individual with the technical skills to manage financial, and IT resources with an eye for strategic business planning priorities in a not-for-profit context.

Education and Work Experience

- Undergraduate degree or higher.
- Canadian CPA designation or working towards full designation is required.
- 6+ years of experience in a senior financial role, preferably in a medium-sized organization.
- Experience leading and managing IT projects and rolling out IT infrastructure.
- Experience in a charitable or not-for-profit organization is required

SKILLS AND COMPETENCIES

- Sound understanding of financial management principles
- Working knowledge of computer systems, security, network and systems administration
- Well organized and self-managed with solid multi-tasking abilities.
- High level of attention to detail and accuracy but also having the ability to step back and understand and assess the overall results and objective, i.e. the big picture
- Strong oral and written communication skills
- Ability to work effectively with other team members as well as function independently
- Ability to work collaboratively with outside parties, including auditors, contractors, government officials and other agencies
- Excellent technology and integration skills, including knowledge of accounting software (SAGE 300), payroll software (EasyPay), and CRM software (Tessitura)
- Ability to adapt to changing environments and priorities
- Passionate about the Society, its mission and purpose, i.e. Theatre.

Behaviors

- Accountable
- Attention to Detail
- Clear Communicator
- Collaborative leadership style
- Adaptable

Personal Characteristics

- Strategic: Assesses options and actions based on trends and conditions in the environment and the organization's vision and values.
- Adaptable: Demonstrates a willingness to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Ethical: Understand ethical behaviour and business practices and ensure that their behaviour and others' behaviour is consistent with these standards and aligns with the values of the organization.
- Effective Communicator: Summarize complex issues and speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Patient and Empathetic: Understand at all times the point of view of others.
- Creative and Innovative: Develop new and unique ways to improve the operations of the department.
- Advocate: Engage stakeholders in the organization and its mission by actively networking and advocating the Arts Club's merits positively and persuasively.
- Client Focused: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Team-player: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that encourage collaboration and enhance organizational effectiveness.
- Energetic: Possess the personal energy and stamina to lead a complex and multi-faceted department.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.

- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear, timely decisions in the organization's best interests.
- Organized: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Problem Solver: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve the problem.
- Constant Learner: See the need to acquire additional skills and reassess current ways of thinking to keep abreast of industry changes and best practices.

Expected start date: June 7, 2021

Salary: \$92,000 per year

Benefits:

- Casual dress
- Dental care
- LTD
- Employee assistance program
- Extended health care
- RRSP match

Employment Type: Full-Time Permanent

Hours of Work: Monday to Friday 9:00 AM to 5:30 PM (40 hrs)

- COVID-19 remote working considerations are currently in place however this position is typically required to work from the office.

To Apply: Email your cover letter and resume to humanresources@artsclub.com

Application Deadline: May 9, 2021

The Arts Club creates our work on the ancestral, traditional, and unceded territories of the Coast Salish peoples, in particular the Sḵwxwú7mesh (Squamish), sə'íl̓wətaɣ̓t̓ (Tseil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations. This awareness informs our work.

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".