



Chief Financial Officer

Application Deadline: August 7, 2024

Annual salary: \$125K- \$145K Comprehensive Health & Benefits package; matching Group RRSP Plan.

Term: Full-time, Permanent

About Us

The Gardiner Museum leverages the powerful storytelling attributes of ceramics as well as its rich history and universality to engage audiences of diverse backgrounds and experiences. As an essential civic institution in the city of Toronto and a site for creativity, the Museum presents a full roster of exhibitions, programs, and hands-on classes, while stewarding a permanent collection of international significance. With over 5,000 objects from the Ancient Americas, Europe, Japan, and China, as well as an important collection of contemporary Canadian and international works, the Gardiner is among the few museums focused on ceramics and is one of the world's most notable specialty museums.

The Gardiner's operations include several highly successful commercial revenue streams, including the Gardiner Shop and a year-round program of ceramics classes in our studios. The Terrace Room on the Museum's third floor is home to Clay Restaurant and is also one of the city's most sought-after rental venues for weddings and special events.

We are seeking a dynamic and engaging leader who will be instrumental in guiding the Museum's financial management and sustainability strategies. This is an exciting time to join the Gardiner team as we celebrate our 40th anniversary in 2024, undertake a new strategic plan, and embark on our largest capital project in two decades.

The Position

A highly effective finance professional with experience, knowledge, and understanding of non-profit and charity space, the Chief Financial Officer will provide day-to-day management, strategic oversight, and long-range planning with respect to the financial and administrative operations of the Museum.

The CFO is a member of the Senior Management Team and provides high-level staff support to the Board of Trustees and the Audit & Finance Committee, Governance & Risk Committee, and Investment Committee. The Chief Financial Officer also acts as Treasurer on the Board of Trustees.

The CFO reports directly to the Executive Director & CEO and works closely with senior team members, acting as a trusted thought partner. This role is central to the success of the Museum and is key in supporting collaboration among a dedicated staff team to advance the Museum's mission. It is imperative that the CFO focuses on fiscal restraint while supporting a level of risk tolerance in pursuit of the goals the Museum has set.

The Chief Financial Officer has four direct reports: Accounting Manager; Manager, Hospitality Services; Manager, Visitor Services; and Senior Manager, Information Technology.

Duties

The Chief Financial Officer ensures the financial integrity of the Museum in both the short and long term. Duties and responsibilities include:

Accounting and Finance (70%)

- In collaboration with the Executive Director & CEO, directs annual and multi-year financial planning, including preparation of an annual budget of \$4.5 - \$5 million, financial reports, Building Betterment Fund, and project budgets.
- Oversees financial planning and reporting elements of \$15-million capital project (2024-2025) and fundraising campaign.
- Prepares and analyzes monthly financial statements with year-to-date and year-over-year actuals and variances, and year-end forecasts.
- Prepares financial models to identify risks, opportunities, and trends.
- Prepares and monitors monthly, quarterly, and annual cash flow schedules and facilitates transfers from the Museum's Endowment and Investment Funds for operating or other purposes.
- Maintains compliance with GAAP (Generally Accepted Accounting Principles), Canada Revenue Agency regulations, including HST reporting and procedures, and compliance reporting to Canada Revenue Agency's Charities Division, and oversees all accounting processes, government remittances, and tax returns.
- As liaison to the Audit & Finance Committee and Board of Trustees, prepares and delivers quarterly financial reporting and analysis narrative.
- As liaison to the Investment Committee and Board of Trustees, prepares quarterly reports and tracks funds in the Museum's Endowment and Investments.
- Ensures compliance and stewardship of Endowments, Internally and Externally Restricted Funds, and adherence to donor agreements.
- Prepares working papers and financial statements for year-end audit and manages audit process in tandem with appointed external auditor and the Chair of the Audit & Finance Committee.
- Prepares and files charitable return and George R. Gardiner Museum of Ceramic Art – US return for the CRA and IRS respectively.
- Responsible for preparing budgets and financial compliance reporting for government and private foundation grants.
- Works with Executive Director & CEO to develop and update relevant policies and procedures.
- Monitors investment portfolio and acts as principal liaison with investment firms and banks on fund transactions.

Operations and Administration (30%)

- Oversees Hospitality and other commercial enterprises at the Museum, including annual business planning.
- Reviews and approves all contracts including third-party vendors and facility rental relationships to ensure favourable terms, reduce risk, and ensure compliance with internal and external policies.
- Oversees Human Resources responsibilities, supported by external HR consultant and the Executive Director & CEO, including salary and benefits administration, contracts, collective bargaining negotiations, recruitment/termination, and government payroll remittances.

- Oversees Visitor Services and Security personnel team to ensure the highest level of service and safety for our visitors and venue clients.
- In collaboration with the Senior Manager, IT, oversees the information technology system to ensure protection of data, adherence to government policy, and efficient operational systems and works.
- Conducts annual insurance policy review and contract renewal in partnership with Executive Director & CEO and Deputy Director & Chief Curator.
- Participates in the development of Capital Project budgets and the annual Betterment Budget related to the maintenance of the physical plant.

Qualifications and Experience

- Professional Accounting Designation of Chartered Professional Accountant (CPA).
- Degree and/or diploma in Business Administration, Finance or other similar field of study.
- Minimum 8 to 10 years of management experience, thorough knowledge of Canadian Accounting Standards for Not-for-profit Organizations (ASNPO) and Canadian Accounting Standards for Private Entities (ASPE), and experience in the not-for-profit sector.
- Demonstrated competency in accounting and internal controls systems with a thorough understanding of budgeting, general ledger maintenance and software, and the use of integrated financial applications.
- Advanced knowledge of tax law, charity law, donation receipting, and regulation.
- In-depth understanding of Net of Tax HST rules and regulations.
- Experience with managing capital project budgets and reporting.
- In-depth knowledge of Excel and accounting software, including QuickBooks Online, Microsoft 365, Adobe Acrobat, NCR CounterPoint, and Raiser's Edge.

Key Attributes

- Exceptional leadership skills, including the ability to work with creative/cultural organization staff, volunteers, and employees of various ages and backgrounds.
- Commitment to organizational objectives of diversity, equity, and inclusion, and a desire to support others to approach all activities through an equity lens.
- Works well independently and within a multi-disciplinary team environment, managing multiple projects and priorities, and works cooperatively to meet internal and external requests.
- Superior attention to accuracy and detail with demonstrated ability to be self-directed and execute functions at the highest level.
- Highly effective communication and interpersonal skills rooted in transparency, respect and cooperation.

Compensation

The Gardiner Museum is a hybrid workplace that offers a competitive compensation package and progressive organizational workplace culture. In addition to salary, benefits include employee health insurance, RRSP group matching plan, maternity and parental leave top-ups, vacation and Personal

Emergency Leave, and professional development support.

Application Process

To apply, candidates should submit a letter of interest and CV in one PDF document by August 7, 2024 at 12:00PM EDT to hr@gardinermuseum.com. Please reference “**Chief Financial Officer**” in the subject line.

Please note that we will be reviewing candidate submissions as they are received. The Gardiner Museum may choose to move forward with interviews before the posted deadline. Early submission is encouraged.

The Gardiner Museum is committed to employment equity. We encourage and welcome applications from all qualified candidates regardless of age, gender, race, religion persons with disabilities, racial/visible minorities. Upon request, reasonable accommodation is available under the Accessibility for Ontarians Disability Act (AODA) to applicants invited to an interview. Reasonable accommodation for disabilities will be provided, on request, to support applicants' participation in all aspects of the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For further information on the Gardiner Museum, please refer to our website:
www.gardinermuseum.on.ca.