



About Toronto Foundation

Established in 1981, Toronto Foundation is a registered Canadian charity and one of 191 Community Foundations in Canada.

We pool philanthropic dollars and facilitate charitable donations for maximum community impact in Toronto and across Canada. The Foundation administers over \$400M in assets, including over \$200M of assets owned by third parties that are pooled with Foundation-owned assets for investment purposes. Through strategic granting, thought leadership and convening, we engage in city building to strengthen the quality of life in Toronto.

The Role

We are seeking a highly technical, professional accountant with superior analytical skills who has experience with project management and implementation of financial systems.

Reporting to the Vice-President, Finance and Administration, the Manager, Financial Reporting, is a member of the Operational Management Team and contributes to operational planning. The position manages budgeting, forecasting, financial analysis and reporting processes, manages projects, and provides backup to the Manager, Finance.

The Manager, Financial Reporting, also support the Vice-President in the management of IT support and computer inventory through a third-party IT services provider.

DUTIES AND RESPONSIBILITIES

Financial Reporting and Analysis

- Manages monthly/quarterly and annual financial reporting processes including board reports, dashboards, and T3010 return and supporting documents

Budgeting and Forecasting

- Manages annual budget, quarterly forecasts and supporting analysis
- Oversees internal management reporting

Corporate Financial and Accounting Services

- Responsible for fund accounting and reporting for investment pools held on behalf of other organizations including monthly reports to fundholders
- Reviews bank and other assigned reconciliations

- Supports annual audit

Information Systems

- Supports the management of IT support and computer inventory through a third-party IT services provider
- Manages IT and other projects

Other

- Acts as project manager on assigned projects, systems and other
- Acts as backup to the Manager, Finance for:
 - Fund accounting for investment pools
 - Accounting system administration (FIMS)
 - Payroll and employee benefits and other filings
 - Cash flow planning and short-term investments
- Supports other projects and initiatives as required

REQUIRED QUALIFICATIONS

- CPA designation, or international equivalent
- Relevant post-secondary education
- 7 years related experience and including significant leadership experience
- Experience in financial reporting and analysis (including, ideally, non-profit sector experience with fund accounting)
- Experience with ERP and other systems implementations

SKILLS AND ATTRIBUTES

- Advanced knowledge of GAAP, preferably in the non-profit sector
- Proficient in Microsoft Office products, with in-depth knowledge of Excel
- Excellent organizational skills and priority setting skills
- Experience in investments and fund accounting
- Experience in project management, including systems implementation
- Operates with honesty and integrity
- Works well independently and in a team environment
- Handles confidential information with required discretion

Submission Details

TF is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of race, ancestry, place of origin, ethnic origin, colour, citizenship, creed (including religion), sex (including pregnancy and breastfeeding), sexual orientation, gender identity or gender expression, age, marital or same-sex partnership status (including single status), family status, disability, and record of offences, in accordance with the Ontario Human Rights Code.

Toronto Foundation is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact eaquiseto@torontofoundation.ca

Please submit your resume in confidence to resumes@torontofoundation.ca, and include the position title and your name in the subject line of the email (e.g. Job Title, First Name Last Name).

Applications will be assessed on a rolling basis and the posting will close by Friday, October 23, 2019

Due to an expected high volume of applicants, only those selected for an interview will be contacted. Thank you for your time and consideration of Toronto Foundation.

Compensation Range

The salary range for this full-time role is \$78,000 to \$85,000