

JOB POSTING

Position Title: Director of Finance

Organization: Warden Woods Community Centre

Location: In-person at 74 Firvalley Court, Scarborough ON

POSITION SUMMARY

Are you passionate about strengthening neighbourhood-based community services? Warden Woods Community Centre is seeking a skilled and values-driven **Director of Finance** to join our senior leadership team and help guide our organization's financial health and sustainability.

The Director of Finance is a key member of Senior Leadership at our multi-service community centre, and is responsible for the management, planning, and oversight of all finance and accounting functions in accordance with established policies, procedures, and legislative requirements. Working closely with the Executive Director and Human Resources, our ideal candidate is an excellent, efficient, clear communicator and problem-solver who is highly organized and committed to continual systems improvement. Overseeing a team of 2-4 direct reports, the Director of Finance is also responsible for the management of Payroll. As the leader of a small team, our ideal candidate enjoys a hands-on approach and can pivot easily between micro and macro tasks to keep all department functions running smoothly.

Annual Salary of \$100,000 is non-negotiable, includes comprehensive health and dental, RRSP matching contribution, annual vacation above ESA.

KEY RESPONSIBILITIES

Financial Leadership & Strategy

- Agency-wide strategic financial planning and financial management as determined by organizational needs and long-term goals
- Acts as a primary contact for external auditors, and the Board of Directors including the Finance Committee
- Prepares information and collaborates on strategy with the Executive Director on issues related to the short and long-term financial stability and viability of the organization
- Ensures appropriate controls are in place to measure progress toward organizational goals reliant on financial health
- Monitors departmental needs and risks, informs the Executive Director of potential liabilities and recommends action, where appropriate
- Coaches and supports managers with budgets, spending and programmatic financial oversight

Budgeting, Reporting & Compliance

- Develops annual budgets and prepares annual financial statements in accordance with not-for-profit GAAP accounting standards.
- Develops and manages agency-wide spending in compliance with funding contracts and requirements, acts as a primary contact for funders regarding financial compliance and reporting including statistics.

- Reports monthly on the financial position of the organization and provides useful analysis.
- Delivers on directives, submits applications and reporting requirements related to City of Toronto, United Way, Ontario Health, Foundations, Private Donors, etc.
- Develops budgets and business plans for new proposals.
- Prepares Registered Charity Information Returns (T3010), HST, EHT and WSIB annual returns.
- Understands, interprets, and applies provisions of applicable legislation including employment standards, pay equity legislation, the income tax act and other applicable legislation.

Risk Management & Process Improvement

- Develops and manages agency-wide financial processes and controls.
- Oversees periodic reviews of organizational assets and inventory tracking mechanisms including IT equipment.
- Oversees periodic reviews of cash-handling and processing procedures across the organization, investigates issues and proposes improvements.
- Assesses policies and procedures, including software, related to finance and payroll, identifies areas of inefficiency or concern, proposes improvements and leads appropriate solutions.
- Oversees cash flow to ensure liquidity and operational stability.
- Manages surplus funds or reserves according to Board-approved investment policies and recommends appropriate investment strategies.
- Other duties as assigned to support the effective functioning of the organization.

KEY QUALIFICATIONS

- Chartered Professional Accountants (CPA) designation
- Excellent knowledge of generally accepted accounting principles and practices
- Minimum five years of progressive experience in financial management within a not-for-profit environment
- Minimum five years of leadership experience including supervision of management staff
- Experience supervising staff members within finance and payroll departments
- Familiarity with Quickbooks, EasyPay, HUMI are definite assets
- Must be an expert in the use of Excel and other Microsoft applications applicable to the work
- Experience providing oversight of equipment and assets including computer hardware and software, telecommunications equipment, office equipment, etc.

APPLICATION INSTRUCTIONS

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

Please submit your resume and cover letter by **August 3, 2025**, via email to careers@wardenwoods.com, with Subject Line: **Director of Finance**.

While we thank all who apply, only those selected for interviews will be contacted. Recruitment will close when the required position is filled.