



Chief Financial Officer

Application Deadline: August 1, 2020

Start Date: ASAP

Salary: \$85,000-100,000

Term: Full-time permanent

The Gardiner Museum brings together people of all ages and communities through the shared values of creativity, wonder, and community that clay and ceramic traditions inspire.

We engage audiences with exhibitions, programs, and hands-on classes, while stewarding a significant permanent collection. We interpret historical ceramics to emphasize their relevance today, and champion emerging and established Canadian artists and their role in the broader world. We innovate through clay education, as we bring together the experience of making with a deeper understanding of the art of ceramics.

The Gardiner Museum has a collection of over 4,000 objects from the Ancient Americas, Europe, Japan and China, as well as contemporary works with an emphasis on leading Canadian artists. The Gardiner Museum is among the few museums in the world focused on ceramics, and is one of the world's most notable specialty museums.

The Position:

The Gardiner Museum's Chief Financial Officer reports directly to the Executive Director and CEO, and engages directly and regularly with the Gardiner Museum Board and Board Committees as the Treasurer of the Board, most importantly the Audit and Finance Committee and its Chair. The position is central to the success of the Museum, and key in supporting collaboration to advance progress towards the Museum's strategic plan goals.

The Chief Financial Officer has three direct reports: Accounting Manager, Shop Manager, and Security & Events Assistant Manager.

Duties:

The Chief Financial Officer ensures the financial integrity of the Museum in both the short-term and long-term. The CFO prepares and presents the Museum's financial statements to the Audit & Finance Committee and the Gardiner Board, and is able to respond to financial questions pertaining to the Museum's operations and Endowment, including capital expenditures, in these contexts. The Chief Financial Officer acts as Treasurer on the Gardiner Board.



Accounting and Finance (80%)

- Directs the annual and multi-year planning and budgeting process by managing the creation of detailed operating budgets from every operating unit and assembling them into a comprehensive budget for review by Senior Management, including preparation of an annual budget of \$4.5 to \$5 million, financial reports, the Replacement & Renewal fund and schedule, and project budgets;
- Prepares and analyzes monthly financial statements with year-to-date actuals; year-end forecasts; comparisons to budget and previous year's actuals; and prepares explanatory comments;
- Updates the three-year financial plan as necessary;
- Maintains compliance with GAAP (Generally Accepted Accounting Principles) and Canada Revenue Agency regulations, and oversees accounting processes, government remittances, and tax returns;
- Works with the Museum's external auditor and the Chair of the Audit & Finance Committee to manage the process of the internal audit, and to address deficiencies as required;
- Prepares all working papers and financial statements for the year-end audit and other project/government audits as needed, working in tandem with the external auditor and the Chair of the Audit & Finance Committee;
- Maintain internal controls for the Audit & Finance Committee;
- Prepares, reports, and keeps track of invested funds in the Museum's Endowment, and works with the Investment Committee in this regard;
- Facilitates draws from the Museums' Endowment to be used for operating or other purposes, e.g. capital projects;
- Prepares budgets for government grants and issues financial reports to funders;
- Prepares and files charitable return and George R. Gardiner Museum of Ceramic Art US return for the CRA and IRS respectively

Operations (20%)

- Oversees the commercial enterprises of the Museum including the Shop and Hospitality;
- With the Executive Director & CEO, and working 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;
- With the Executive Director & CEO, oversees salary and benefits administration, recruitment/termination, and government payroll remittances; human resources responsibility is supported by an ongoing HR consultant, who reports to the Executive Director & CEO;
- With the Executive Director & CEO and Security & Facility Manager, oversees from a financial perspective the maintenance of the physical plant, and strategy for Replacement & Renewal and capital projects



Skills (10+ years of progressive experience)

- Experience in a senior financial leadership role
- Experience in the non-profit and charitable sector; cultural sector preferred
- Leadership and operational skills
- Ability to handle competing priorities
- Creative thinking to solve budgetary issues and provide adequate solutions
- Experience managing non-profit accounting and reporting functions within GAAP
- Experience with managing capital projects
- Government grants
- Budget and cash flow reporting experience
- Expert analysis and presentation skills, including presenting to a board and board committees, volunteers, internal staff groups etc.

Business Skills

- Effective planning and decision making abilities
- Advanced experience and knowledge of accounting: GL, AR, AP and POS
- Payroll, T4, T4A, Self-employed, Employee benefits
- Advanced knowledge of tax law, charity law, donation receipting and regulation
- Ability to produce timely and accurate financial reports
- Knowledge of Accounting Software: Quickbooks Online (QBO), NCR Counter Point (POS), and Raiser's Edge
- Knowledge of Microsoft Office

Technical or mechanical skills

N/A

Interpersonal/People Management skills

- Excellent leadership skills including the ability to work with creative/cultural organization staff, volunteers, and employees of various ages and backgrounds
- Excellent line management skills for direct reports
- Ability to manage clearly while creating an effective, positive, and enjoyable work environment
- Excellent customer service skills for dealing with customers on the phone, email, and front desk



Bona fide education licenses or degrees required

- University degree
- CA, CPA designation

Working conditions

This position is full time in the Gardiner Museum offices.

Control

- Budget control: Overall museum budget, multi-year budgets
- Organizational policies, government remittances, and adherence to provincial and federal laws
- Signing authority: One of Museum's signing officers, authorizes all purchase orders, cheque requisitions and adjustments, authorizes payroll reports

Special conditions of employment

- Additional hours expected during exceptionally busy periods
- Must be reachable out of office hours for emergency situations

To apply, candidates should submit a letter of interest and CV in one PDF document by August 1, 2020 at 5 pm to kelvin@gardinermuseum.com. Please reference "Chief Financial Officer" in the subject line. No phone calls or visits please. For more information on the Gardiner Museum, please refer to our website: www.gardinermuseum.com.

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

The Gardiner Museum is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies.

Reasonable accommodations for disabilities will be provided, on request, to support applicants' participation in all aspects of the recruitment and selection process.