

DIRECTOR OF FINANCE AND ADMINISTRATION

(Bilingual, Full-time position)

Job description:

Reporting to the Chief Executive Officer, the Director of Finance and Administration is responsible for the development and proper management of the Centre culturel franco-manitobain while ensuring that the artistic and strategic orientations are respected. This position ensures the management of financial, material, and human resources, supervises the administrative staff, and contributes to the development of the organization's activities. In collaboration with the CEO, the person in this position will be responsible for leading the reflection on the mandate and orientations of the organization to be developed.

Specifically, but not exclusively, the responsibilities of this position include financial management of the organization, funding planning with the director of artistic and cultural programming (DACP), management of material and human resources, support to the Board of Directors, and strategic direction and community relations.

Financial management (30%)

- Prepare budget forecasts and financial analyses.
 - Prepare annual and revised budgets for the corporation and ensure compliance.
 - Prepare monthly variance analysis between the Board approved budget and actual revenues and expenses.
 - Prepare projection reports and cash flow forecasts.
- Coordinate and oversee accounting work, compliance with relevant laws, bank reconciliations and annual audits. Prepare books of accounts and documentation for fiscal year end and make final journal entries.
- Provide strategic financial advice, input and analysis to the CEO and Board of directors, and the Finance and Audit Committee.
- Prepare GST, PST and WCB reports and ensure timely payment.
- Oversee the preparation of reports to SOCAN and RESOUND and ensure timely payment.
- Develop, review, and administer financial policies and procedures and ensure proper archiving.
- Ensure that all invoices are processed in accordance with policies and procedures, including verification of approvals, additions, and coding.
- Review and approve submission of all payment batches for electronic payment to a third-party vendor or for manual (cheque) printing.
- Process and ensure that payments for all government remittances (payroll deductions, GST, RST, etc.) are submitted by the prescribed dates.
- Perform bank transfers as needed.

Financial planning (15%)

- In collaboration with the director of artistic and cultural programming:
 - Establish and monitor seasonal funding targets
 - Provide financial support for grant applications and reports
- Review grant applications written by director of programming.
- Ensure the compilation of statistical data.

Management of material resources (15%)

- In collaboration with the Chief of maintenance, develop and manage maintenance budgets.
- In collaboration with the Chief of maintenance, develop long-term capital needs (capital) plans.
- In collaboration with the Chief of maintenance, lead the development of the CCFM's infrastructure operational plans (permits, repairs, etc.).
- Manage all inventories (equipment and computer systems).
- Liaise with the Province and other funders regarding the building and manage insurance issues (building and equipment).
- Maintain good relations with tenants and renew leases.
- Maintain good relations with additional tenants such as the St. Boniface Historical Society (Centre du Patrimoine), Théâtre Cercle Molière and Stella's and ensure that agreements established between our organizations are implemented and adhered to.
- Support team members in the operational efficiency of their departments.
- Support the CEO with the negotiation of service contracts for the corporation (e.g. J Hansens HVAC, etc.) and ensure all contracts are respected.
- Ensure annual revision and updating of property, furniture, and equipment inventory of the CCFM.
- Ensure all health and safety requirements as outlined by Manitoba Health and Safety and implemented and adhered to.

Human resource management (20%)

- Prepare bi-weekly payroll for all employees of the corporation and prepare T4 and T4A annually.
- Manage the employee benefits program and pension plans.
- Assist staff in understanding and adhering to all policies and procedures.
- Assist the CEO and other members of the management team, with ensuring smooth hiring and firing of employees.
- Assist the CEO with establishing and implementing the salary scale with the exception of the CEO's salary which is the purview of the Board of Directors.

- Assist the CEO and other members of the management team to negotiate and draft contracts (full-time and part-time staff, casual workers, artists, contract workers, freelancers, etc.), see to their signature and ensure payments, including royalties.
- Assist the CEO with the annual evaluations of all employees.
- Oversee the revision and updating of all policies and procedures as well as the employee handbook.
- Manage requests for and oversees the training and professional development budget for all employees.
- Assist the CEO with the hiring of consultants or freelancers necessary to accomplish specific projects as well as coordinate and supervise the work done by them.
- Ensure proper record keeping of all vacation and sick days of all employees.
- Provide leadership to ensure effective performance and daily tasks of the Finance and Operations team to achieve business objectives. Proactively discuss performance issues with staff and conduct performance reviews.

Functions related to working with the Board of Directors (5%)

- Assist the Board of Directors in their decision-making responsibilities.
- Assist the Finance Committee in their responsibilities.
- Ensure that policies and procedures are in place to ensure the smooth operation of the organization.
- Ensuring that all materials for board meetings are prepared and sent out in advance and ensure the completion of the meeting minutes.
- Attend Board of Directors' meetings and provide all necessary information for discussions.
- Develop and update the board orientation manual and provide orientation for new Board members.

Functions related to strategic direction and community relations (10%)

- Assist the Chair of the Board and the CEO to represent and defend the interests of the organization with government agencies and various partner organizations.
- Participate in public relations and ensure good relations with the company's partners and collaborators.
- Represent the organization at meetings, activities and events deemed important to the development and strategic positioning of the CCFM and ensure the organization's presence on committees deemed strategic for the center.
- Assist the CEO with strategic planning and participate in its implementation, including the action plan.

- Monitor industry trends and major market changes to ensure the success of the organization's strategic plan and projects.

Other related tasks (5%)

- Design and implement internal control methods and procedures
 - Implement internal control systems and ensure that they are followed.
 - Recommend changes that would increase the cost effectiveness of services and activities or improve the systems used.
 - Responsible for the administration of inventories and capital expenditures.
- Participate in the administration of the organization's activities and services
 - Participate in team meetings, planning meetings with the Board of Directors and the Finance Committee, and any other meetings that affect the various projects of the organization.
 - Participate in ad hoc projects.
 - Assume all other tasks delegated by the CEO.
- Continuing Education
 - Assumes personal responsibility for keeping his/her skills current by attending continuing education sessions, watching videos, reading articles, and attending seminars as required.
 - Pursues professional development through appropriate participation in continuing education.
 - Share acquired knowledge and skills with peers.

Education and training

University degree in management, business administration, or equivalent and a minimum of 4 years in a professional training program approved by the provincial association of chartered accountants (CPA).

Experience

Minimum work experience required is 4-7 years. Experience is required in a field related to accounting and many financial aspects, including financial reporting, financial planning, case analysis, accounts payable and payroll. Experience in project management and government grants is considered an asset.

Skills and competencies

- Excellent judgment.
- Strong interpersonal skills.

- Excellent communication skills in French and English, both orally and in writing.
- Leadership.
- Ability to work in a team environment.
- In-depth knowledge of accounting, taxation, management, budget, and financial planning as well as numerical accuracy.
- Computer knowledge of various computer programs related to finance and other (Quickbooks, Ceridian, Word, Excel).
- Proof of full immunization against COVID-19.

To apply : please send your application with resume and cover letter to glavack@ccfm.mb.ca