

# Director, Finance + Administration

The Calgary Philharmonic celebrated 65 years as a pillar of Calgary's vibrant arts community in 2020 and has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Calgary Phil presents classical standards, pop favourites, bold collaborations, and cutting-edge new works, and attracts world-renowned guest artists and dynamic conductors. In a typical Season, the Orchestra welcomes over 100,000 visitors to the concert hall and reaches audiences around the world through its free and accessible digital programming and live-stream initiative — an immersive, online concert experience that launched in 2017. Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram, and Twitter, and register for email updates at [calgaryphil.com/newsletter](http://calgaryphil.com/newsletter).

## The Role

The Calgary Philharmonic Orchestra is looking for a Director, Finance + Administration to drive the organization's financial operations and lead a team of finance and IT/IM staff. Reporting to the President + CEO, the Director will work closely with the other members of the senior management team and the Board of Directors.

As a critical member of the senior management team, you are responsible for providing leadership and strategic direction, strengthening processes, and preparing and presenting financial reporting for the Society. You will mentor, coach, and develop the finance and administration team while supporting the financial aspects of the organization. You will also lead the on-going review and analysis of all financial practices and processes to ensure efficiency and accuracy and make recommendations for enhancing the same.

## Responsibilities

- Oversee the full-cycle accounting function including maintenance of the general ledger, accounts payable, accounts receivable, payroll, and benefits
- Oversee all financial, project/program, and grants accounting
- Manage organizational cash flow and cash flow forecasting by working collaboratively with senior management and the CEO
- Ensure that all statutory and information filing requirements of the organization are met, including Annual Returns, Charitable Returns (T3010), Statutory Deductions and Tax Withholdings (Non-Resident Tax, CPP, EI), Income Tax and Goods and Services Tax (GST)
- Develop and maintain timely and accurate financial statements and reports, appropriate for internal and external users and in accordance with the accounting policies of the Society
- Prepare and present monthly financial reports to the Board and its Finance and Audit committee
- Ensure complete and accurate supporting information for all financial transactions is documented, maintained, and protected
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors
- Review and improve existing financial processes and procedures and ensure compliance with internal and external financial and accounting policies and procedures

- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Prepare the annual budget and any required forecasts in consultation with the executive team
- Assist with the preparation of budgets for funding applications
- Ensure budget documents and subsequent revisions are accurately captured within the financial systems

#### Leadership + Administration

- Lead the Finance + Administration team, including work allocation, training and development, problem resolution, and evaluating performance
- Collaborate effectively with the senior management team
- Oversee and supervise the administrative function of the organization including reception, property/facility management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations
- Oversee the management of all leases, contracts, and other financial commitments
- Monitor all legislation and regulations relevant to the organization (employment standards, occupational health and safety, human rights, etc.) to ensure that the organization is compliant
- Oversee the third-party IT external provider and initiate new IT projects
- Oversee Information management (IM) and initiate new IM projects
- Champion any required changes or upgrades to accounting ERP system
- Support hiring, onboarding, offboarding processes for the organization, and assist with reviewing and updating relevant staff policies and procedures

#### Desired Qualifications

- Canadian CPA, in good standing
- 5 to 10 years of related supervisory and senior accounting experience
- Previous experience in or solid understanding of the not-for-profit sector is preferred
- Working knowledge of GST/PST, charitable receipting of donations, and non-resident taxes
- Solid accounting, reporting, and risk management knowledge
- Self-directed and good at prioritizing deliverables
- Proficient in Microsoft Excel, Word, Outlook and knowledgeable about CRM systems
- Previous experience with Microsoft Dynamics and Management Reporter is strongly preferred
- Payroll expertise in unionized environment
- Experience designing, leading, and championing IT, IS, and internal change management initiatives
- Attention to detail is critical
- Strong organizational skills
- Excellent verbal and written English communication skills
- Strong analytical skills
- Ability to work well under pressure and handle strict deadlines
- Must be a team player with a positive attitude

#### Additional Details

- Salary range for this position is \$120,000 to \$140,000 annually for full time.
- The Calgary Phil is trialing a hybrid remote work program until 31 July 2023. Employees who are eligible for this program can work up to three days/week from an appropriate remote location.

- As part of our full compensation package, Calgary Phil offers Directors 4 weeks' vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, Bonus Days off, and other non-cash benefits.
- Must be available to work beyond office hours including attendance at evening/weekend concerts and events throughout the season.
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9
- The Calgary Philharmonic Orchestra is an equal opportunity employer

### **Application Process**

Deadline: 18 November 2022

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Please send cover letter, resume, and salary expectations to:

Hiring Committee c/o Megan Robertson

HR@calgaryphil.com

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such, encourages qualified candidates from a diverse range of backgrounds.

If you require an accommodation for the recruitment/interview process, please let us know so that we can assist with your needs.

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note only successful candidates will be contacted.