

Director of Finance and Administration

Chinese Canadian Museum (“CCM”) is seeking an experienced person for the **Director of Finance and Administration**.

- Reporting to the CEO, develop and implement financial strategies that support the organization’s mission and goals.
- The successful incumbent provides leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development, implementing and maintaining best practice, procedures and policies.

Key Responsibilities

- Develop and oversee the annual budgeting process, working closely with stakeholders to achieve realistic budgets that align with and is in support of achieving established strategic objectives.
- Monitor actual performance against budget and provide regular updates and analysis to CEO and Finance & Audit Committee.
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making.
- Prepare and present financial reports to CEO and Finance & Audit Committee, providing analysis and recommendations as needed.

Job Functions:

- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis.
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems.
- Ensure compliance with all financial reporting and regulatory requirements.
- Manage relationships with external partners, including banks, auditors, and other financial service providers.
- Manage cash flows, and coordinate with financial institutions to ensure proper banking processes, provide required reporting and banking covenants.
- Liaise with tax advisors for all tax planning requirements and compliance reporting.
- Ensure government filings and reports are completed on a timely basis.
- Oversee risk management issues and initiatives, including but not limited to ensuring proper insurance coverages are obtained, and best practice policies and procedures are in place.
- Collaborate with Fundraising team to review and support partner agreements, fundraising contracts, and outside legal counsel where appropriate.
- Manage the internal human resources process to review general HR policies and best practices in performance management, recruitment and retention strategies, employee benefit and retirement programs.
- Manage payroll process in accordance with BC employment standards.

- Oversee the Information Technology programs, vendor relationships and contracts.
- Negotiate contracts pertaining to corporate administration, including equipment purchases.
- Develop, design, and implement technology and information systems that support operations and assist in delivering corporate objectives, including enterprise security.
- Any other job duties as assigned.

Qualifications:

- Professional accounting designation: CA, CMA, or CGA
- At least 10 years experience in a senior accounting role, preferably in a respected non-profit institution or museum sector
- Strong budgeting skills.
- Exemplary leadership skills
- Strong communication skills and the ability to work well in a small team.
- Strong IT experience and knowledge