



## Director, Finance and Operations

Full-time, permanent, 35 hours/week  
Starting Salary Range: \$70,000-\$74,285  
Application deadline: February 23, 2025  
First Interview dates (virtual): February 27-28, 2025  
Second Interview dates (in-person): March 3-5, 2025  
Start date: April 7, 2025 (or earlier)

### Job Description

---

The Director, Finance and Operations (DFO) provides leadership in the development, management, and sustainability of an effective and efficient organization. Working closely with the CEO and Senior Curator, they will help to optimize and strengthen internal capacity, with sound management of business administration, finance, and operations led by our organizational values.

Accountable for oversight of the Gallery's operations, including visitor services, administration, finances, human resources, and facilities management, DFO contributes to a vibrant, positive organizational culture that values accountability, belonging, and care to foster respect and trust amongst the entire team. The DFO serves as the Human Resources contact and support for all staff. They believe in and act towards an equitable and inclusive team environment that values and encourages each person's potential.

The DFO reports to the CEO and works closely with department and budget managers. They collaborate regularly with, and support other departments and team members, guided by the Gallery's strategic plan. This position has one direct report – Manager of Operations. The Manager of Operations supervises the Visitor Engagement Assistants and contracted security guards.

### Responsibilities

---

#### Financial Management

- Make sound financial decisions and recommendations based on a thorough understanding of the organization's overall financial outlook.

- Assure adequate control and accounting of all funds, including the development and maintenance of financial practices that are aligned with policies.
- Work with staff to prepare annual budgets and ensure development of reporting tools and resources that enable the organization to operate within budget guidelines.
- Assure the funds are disbursed in accordance with contract requirements and designations.
- Manage organizational cash flow and forecasting; effectively communicate and present critical financial matters, implementing strategies and plans accordingly.
- Perform bookkeeping duties related to accounts payable and accounts receivable, ensuring adherence to GAAP; responsible for all banking, deposits, and bank accounts management.
- Prepare and process bi-weekly payroll; maintain payroll and employee records and ensure accurate and timely filing of Government remittances.
- Coordinate and manage annual external audit; prepare documentation and schedules; provide support as requested; and file completed audit and T3010 as needed.
- Prepare, analyze, and present financial reports in an accurate and timely manner; provide monthly reporting and financial statements for the organization, as well as financial reports to the Finance and Investment Committee and Board of Directors.
- Support the Finance and Investment Committee in the supervision of the endowment funds.
- Ensure CRA compliance for donation tax receipts; oversee administration of receipting process, required documentation, donor relations, and reconciliation with accounting records.
- Oversee all financial reporting for grants, programs, and projects.
- Update and implement all necessary business policies and accounting procedures with best practices; support the ongoing development of the policy and procedure manual.

## **Operations**

- Work with staff to develop, maintain and use systems and resources that facilitate the effective operation of the organization toward strategic goals and guided by established policies and procedures.
- Oversee facilities management in collaboration with the Manager, Operations ensuring robust replacement and repair planning and appropriate budgets.
- Oversee front of house operations including visitor engagement, gift shop, security, and appropriate staffing levels in collaboration with the Manager, Operations.
- Maintain a supportive work environment that attracts, keeps, and motivates a diverse, professional staff team.
- Manage employee benefits administration, reporting, reconciliation, and year-end payroll requirements.
- Provide Human Resources support to all employees; pursue further development of Human Resources Infrastructure including recruitment processes, professional

development, compensation and benefits, performance evaluation, training, and recruiting.

- Manage process for onboarding and training employees regarding tools, policies, procedures, and protocols.
- Monitor legal and regulatory concerns and risks including oversight of the Gallery's insurance policies.
- Oversee and manage administrative functions with a fiduciary lens, ensuring audit requirements are met and maintained.
- Minimize risk by ensuring that appropriate and up-to-date policies and procedures are in place.
- Ensure compliance with all legal and regulatory requirements.

## Qualifications

---

### Necessary Skills and Experience:

- 7 to 10 years of overall professional experience; ideally 5-plus years of broad financial and operations management experience.
- Diploma, certificate, or other degree in accounting, bookkeeping, or finance.
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Technologically savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- High degree of financial literacy and business aptitude.
- Ability to effectively partner with a Board to achieve compelling results.
- Ability to effectively shift from high-level organizational planning to detail-oriented bookkeeping.
- Ability to translate financial concepts to colleagues and Board members who do not necessarily have financial backgrounds.
- Ability to prioritize workloads and excellent time management skills.
- Excellent people management skills.
- Excellent interpersonal skills, including the ability to communicate clearly, lead, and show tact and diplomacy when necessary.
- Strong administrative and organizational skills.
- Proficient in Microsoft Office, Quickbooks Online, and other digital tools to support bookkeeping and payroll such as Plooto, Dext, and Wagepoint.

### Necessary Attributes:

- Interest in the visual arts, community engagement, and eager to learn about the RMG.
- Demonstrated commitment to equity and inclusion. Responsive to the needs of diverse staff and community members.
- Be accountable and reliable.

- Self-confident, possesses a mature management style, with the strong ability to gain consensus.
- An effective problem solver, with a strong sense of judgement in decision making.
- Be open to multiple points of view and avenues for problem solving.
- Take initiative regularly when things need attention and makes decisions accordingly.
- A deep personal commitment to working together with, and building community.

#### Bonus Skills and Attributes:

- Experience working or volunteering with a non-profit, charitable, and/or arts organization.
- Prior responsibility for human resources function.
- Retail experience to assist with gift shop and inventory management.
- Facilities management experience.
- A track record in financial reporting for grants.

#### Working Conditions

---

- After hours work may be required occasionally for Board and Committee meetings, special events, and/or urgent matters
- Long periods of sitting, predominantly computer work

#### RMG Team Values and Culture

---

##### Care

We have a culture of care and believe our collective well-being is vital. We demonstrate care by practicing compassion, kindness, and patience for ourselves and for each other. We understand that care needs our time and energy to be truly present in how we work.

##### Accountability

We hold ourselves and each other accountable by taking responsibility for our actions. We communicate clearly when we cannot follow through on a commitment or make a mistake, apologize, and make amends. We believe everyone is doing their best, practice openness and transparency, and trust one another.

##### Belonging

We nurture an atmosphere where everyone can feel like they belong. We take actions to ensure inclusion, acceptance, and compassion for one another and our differences. We find ways for everyone to participate, feel safe, and have a voice in order to contribute to meaningful collaboration.

## *Application Process*

---

The Robert McLaughlin Gallery 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. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs.

To apply please forward your cover letter and resume to [info@rmg.on.ca](mailto:info@rmg.on.ca) in a single PDF document by February 23 at 5pm. Please use the subject line "Application – Director of Finance and Operations." We will only reply to candidates selected for consideration and interview.

Thank you for your interest in joining us at the RMG.