

## Director of Finance

### The Position:

[Summit Search Group](#) has partnered with [Royal Manitoba Theatre Centre \(Royal MTC\)](#) on the recruitment of a Director of Finance. The Royal Manitoba Theatre Centre was Canada's first English language regional theatre, created when two Winnipeg theatre companies merged in 1958 under Artistic Director John Hirsch and General Manager Tom Hendry. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Royal MTC produces ten plays at two venues, the Winnipeg Fringe Theatre Festival, extensive engagement, outreach and educational activities, and an annual Regional Tour.

Reporting to the Executive Director and a valued member of the senior leadership team, the Director of Finance is responsible for the overall management of financial and accounting operations, budgeting, banking and investments. The Director of Finance manages two staff members (Manager of Finance and Payroll Administrator), and third-party contractors including commercial banking, investment managers, and an audit firm. The Director of Finance will be hands-on within the small finance team.

The Director of Finance is a self-motivated, hands on, detail oriented professional. The ideal candidate must be well organized, able to meet deadlines and enjoy the challenges and rewards of working in a busy but small office environment. As the successful candidate, you must be able to resolve problems, handle conflict and communicate effectively.

The Royal MTC financial department is in the process of a significant technology transformation to improve reporting, access and transparency, and controls. The Director of Finance will need strong change management and technology skills to complete and maintain new systems.

### Finance and Accounting:

- Maintain accurate accounting records.
- Develop and maintain financial accounting systems including policies and procedures
- Ensure that capital assets are properly recorded and amortized.
- Manages the annual audit process

### Budgeting and Reporting

- With Department heads, develop and manage annual budgets and forecast updates through the year
- Develop department reporting as required
- Prepare financial reporting for Board and Finance Committee
- Complete annual funder financial filings, statutory and ad hoc sectoral surveys.

### Payroll:

- Supervise Payroll Administrator to ensure that independent contractors and employees are paid in a timely, accurate manner and that union dues, employee insurance, benefits, and RRSP contributions are processed accurately.
- Process and submit statutory and benefits remittances on time.
- Negotiate and manage employee insurance and benefits plans.

**Banking and Investment Management:**

- Manage relationships with bank and with investment managers.
- Renew banking and investment management agreements as required.
- Report to key external funders regarding investment returns and disbursement of funds.

**Compliance to Laws and Regulations:**

- File annual Registered Charities Returns with CRA.
- Ensure compliance with indirect tax regulations, including GST and PST, and payroll statutory remittances
- Maintain all legal records.

**Board and Committees:**

- Prepare materials for monthly Finance (OP) Committee meetings.
- Present financial statements and investment returns to MTC Foundation meetings annually.
- Attend Foundation, Finance Committee meetings, Board meetings occasionally, and AGM.

**Qualifications:**

- Post-Secondary education in Commerce, Accounting, or equivalent.
- Chartered Professional Accountant (CPA) designation or equivalent.
- 5+ years of senior management experience preferably in a non-profit charitable organization or equivalent.
- Technology competencies including accounting software (Sage 300), Payroll systems (UKG is considered an asset), Office suite and collaboration tools such as Microsoft Teams or Zoom.

Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees, and to becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) leadership positions in our company, we encourage qualified individuals who self-identify as IBPOC. MTC is committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process.

For more information, or to submit your resume, please reach out to [Gail Eckert](mailto:Gail.Eckert@summitsearchgroup.com), Director, at Summit Search Group, [Gail.Eckert@summitsearchgroup.com](mailto:Gail.Eckert@summitsearchgroup.com)

*Summit Search Group has a strong commitment to Diversity, Equality and Inclusion. We strive for continuous development, modeling, inclusive behaviors and proactively managing bias throughout our process.*