



Approved By:	Nancy Noble
Date Approved:	September 2022
Reviewed:	

Job Title	<i>Director of Finance and Administration</i>
Reports To	<i>Director/CEO</i>
Work Setting	<i>28 hours per week with additional hours as required to fulfil the annual audit and government grant application processes.</i>

Position Summary

The Director of Finance and Administration is a member of the Art Gallery of Greater Victoria (AGGV)'s senior management team.

Responsible for the leadership and oversight of the Finance, Human Resources, Information Technology and Administrative functions, the Director of Finance & Administration is a key leadership role within the AGGV Society.

This position assists in setting the strategic direction of the organization, ensures fiscal responsibility and oversees internal controls all while supporting the effective and efficient delivery of the AGGV Society's mandate.

The Director of Finance and Administration as a member of the AGGV Foundation Board provides financial support and oversight to ensure the Foundation Society meets their mandate.

Responsibilities

Financial Management 60%

- Analyze and present financial reports in an accurate and timely manner; clearly and effectively communicate monthly and annual financial statements to Department Managers, the Finance Committee and the Board of Directors.
- Oversee and lead the annual budgeting and planning process in conjunction with the Director/CEO and Department Managers; assist the Director in the presentation of the proposed budget to the Board; monitor progress and changes on a monthly basis; keep Department Managers and Finance Committee abreast of the organization's financial status.
- Oversee and lead the annual external audit; liaise with the external auditors and Finance Committee of the AGGV Board.
- Provide financial information for grant applications and assist in the reporting to government organizations and other funding bodies as required.

Responsibilities (cont'd)

Financial Management 60% (cont'd)

- Manage organizational cash flow and forecasting.
- Provide financial information and reports designed to support AGGV Corporate and Capital Campaigns as required.
- Analyze financial accounting systems; implement modifications and review performance.
- Manage and control the General Ledger.
- Responsible for all aspects of the organization's payroll, including overseeing the preparation and processing of bi-weekly payroll and coordinating responses to all inquiries, both internal and external, of payroll-related issues.
- Be a signing officer on all of the organization's bank accounts.
- Ensure proper issuance of official income tax receipts according to Federal Income Tax Regulations, and be the primary signing officer for all tax receipts.
- Oversee the accurate preparation and timely submission of all tax filings, including source deductions, commodity, sales tax and annual Charity Information Returns.
- Assume accounting processing duties of the Accounting Coordinator in their absence.

Human Resources 20%

- Manage Human Resources (HR) aspects of the Gallery as required, including maintaining the Gallery's Policies and Procedures Manual in conjunction with the Constitution & Policy Committee.
- Consult with external advisors as needed on best practices and employment standards.
- Oversee the Gallery's benefit package consisting of Extended Health Plan, and Municipal Pension Plan, ensuring timely enrollment and offboarding of plan members.
- Be a member of the Union Management Committee and ensure effective communications with CUPE 410. Serve on the negotiating team on behalf of the Gallery for purposes of the renewal process of CUPE 410 Collective Agreement.
- Negotiate the annual insurance and Extended Health benefit package renewals.
- Manage the hiring, onboarding and offboarding process of all staff, with support from Administrative Coordinator.
- Coordinate the staff development and review process. Assist with the annual evaluation process of the Director by the Executive Committee of the Board.

Responsibilities (cont'd)

Information Technology 10%

- Oversee the AGGV's outsourced IT partner to ensure ongoing maintenance and quality of IT systems and infrastructure and to monitor performance against contract.
- Manage and track organizational need for computer hardware and software, procuring new equipment as needed.
- Oversee the coordination of resources and training for staff's use of IT systems and tools.

Administration 5%

- Work collaboratively with the Director/CEO, the Director of Advancement, Chief Curator and Department Managers to ensure key initiatives, assignments and requests for information are produced and responded to in a timely manner, and that they meet the needs, standards and strategic objectives of the Gallery.
- Supervise the Accounting Coordinator in day-to-day activities and all accounting procedures.
- Supervise the Administrative Coordinator in day-to-day activities and all administrative duties.
- Attend Finance Committee meetings to present financial statements and other financial or administrative information.
- Attend all Board, Advancement, Constitution & Policy, Facilities Committee meetings as scheduled.

Art Gallery of Greater Victoria Foundation 5%

- Be a member of the Board of Directors of the AGGV Foundation.
- Be the primary point of contact for AGGV Foundation board members, and in consultation with the Director and Director of Advancement, schedule AGGV Foundation board meetings as required.
- Be the primary point of contact for all administrative activities of the AGGV Foundation, including coordinating quarterly updates from the Foundation's investment manager.
- Oversee all accounting services and requirements for the AGGV Foundation, including preparation of the year end audited financial statements and supporting documentation, with support of Accounting Coordinator.

Communications & Reporting Structure

Internal

- Reports to the Director/CEO
- Reports to the Finance Committee
- Reports to the Constitution & Policy Committee
- Is a member of the Senior Management team
- Liaises with all Department Managers
- Liaises with the AGGV Board
- Liaises with the AGGV Foundation Board
- Is a member of the AGGV Foundation Board
- Supervises the Accounting Coordinator and Administrative Coordinator positions

External

- External Auditors
- Bank Account Manager
- Benefits Plan Agents and Employees
- Insurance Broker
- CUPE Union 410

Qualifications, Experience & Education

- Degree in accounting, finance and/or business administration and a recognized accounting or business designation required; CPA preferred.
- A minimum of 5 years of experience in public practice, industry and/or not-for-profit; experience in a not-for-profit preferred.
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for an organization.
- A successful track record in setting priorities; keen analytic, organizational and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize negotiate and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Ability to design, manage, and improve processes to optimize overall efficiency and effectiveness.
- Familiarity of working with governance Boards and government funding processes an asset.
- Personal qualities of integrity, credibility, social sensitivity and approachability.

Working Conditions

- Ability to work after hours and on weekends, as needed.
- Hybrid in office and remote work structure with long periods of sitting and working on a computer.