



TORONTO CHILDREN'S CHORUS – FINANCE OFFICER

Position Type: Permanent, part-time; 10-15 hours/week

Salary: \$20,000 - \$25,000

About Us:

Entering its 46th year, the Toronto Children's Chorus (TCC) is committed to providing life-enhancing experiences for children through the study and performance of choral art. Under Artistic Director, Zimfira Poloz, TCC continues to build its successful tradition of providing unparalleled choral music education to over 300 young singers in the Greater Toronto Area.

Job Summary:

The Finance Officer is responsible for managing the financial operations of the organization and ensuring compliance with all relevant regulations and policies. Responsibilities include all bookkeeping entries, payroll management, budget reporting, charitable tax receipts, government reporting (year-end payroll, sales taxes and charitable returns), audit preparation and where necessary, assistance with HR policies and procedures.

Key Responsibilities:

- Maintain accurate and complete financial records for the organization
- Monitor and manage the organization's budget, providing regular updates and recommendations to the Executive Director
- Monitor cash flow and oversee the preparation of cash flow forecasts
- Assist the Executive Director in the preparation and analysis of annual budgets and monthly financial forecasts
- Ensure compliance with applicable financial regulations, accounting standards, and government reporting requirements
- Manage accounts payable and accounts receivable processes
- Receives, organizes, tracks and processes contract payment agreements
- Process and reconcile bank statements and financial transactions
- Manage payroll and employee benefits
- Collaborate with external auditors and ensure timely completion of audits
- Support the organization's fundraising efforts by assisting in the preparation of, sponsorship packages, grant proposals and financial reports for funders

Qualifications:

- Bachelor's degree in accounting, finance, or a related field
- At least 3 years of experience in finance or accounting, preferably in a not-for-profit organization
- Knowledge of GAAP and other accounting standards

- Knowledge of CADAC is an asset
- Experience with Quickbooks
- Excellent analytical and problem-solving skills
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Passion for the mission and values of the not-for-profit organization

To apply for this position, please submit your resume and cover letter, highlighting your relevant experience and qualifications to: careers@torontochildrenschorus.com.

In the email subject line, please include “Finance Officer” followed by your first and last name (e.g., Finance Officer – Jane Smith).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Deadline: Monday, September 25, 2023

Start Date: Monday, October 2, 2023

To read more about the TCC, our programmes and our staff, please go to www.torontochildrenschorus.com

The TCC is committed to reflecting the diversity of our community. We believe in equity and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability. If you require accommodation, please let us know and we will work with you to meet your needs.