



## ST. MICHAEL'S CHOIR SCHOOL

66 BOND ST., TORONTO, CANADA M5B 1X2

Telephone (416) 393-5518

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### Manager, Business Operations Full-time

#### General Job Outline:

Reporting to the Executive Director, the Manager of Business Operations is responsible for the financial and human resource affairs of The Choir School in accordance with its mission statement and strategic plan. The dynamic detail-oriented individual will work closely with the small administrative team in a fast-paced environment. The incumbent will bring enhancements to financial procedures, processes, and systems to promote efficiencies, improve internal controls, and increase the use of electronic transactions ensuring accurate and relevant financial information. The role involves liaising with auditors, bankers, parents, and other external contacts regarding The Choir School's financial affairs.

#### Key Responsibilities:

- Develop & manage organizational budget with varying funding requirements and restrictions
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to assess organizational performance against both the annual budget and long-term strategy
- Manage all finance & accounting operations including Billing, A/P, A/R, Deferred Revenue, and Income Reconciliation
- Prepare, or direct the preparation of, standard monthly financial reporting including, the development of a standard monthly reporting package and monthly reporting timelines
- Prepare adjusting journal entries and any non-routine entries
- Assist in the preparation of the financial statements and supporting schedules for various committees including the Finance & Audit Committee, Advisory Board & Alumni Association. Prepare additional analysis as necessary to explain major variances
- Coordinate the preparation and consolidation of the annual budget. Prepare additional analysis as necessary to explain major variances
- Ensure collection for outstanding student or customer accounts
- Act as first line communications for internal and external inquiries relating to financial affairs
- Assist in the preparation of regular reporting for the Choir School Endowment Fund including funds continuity schedules and investment activity
- Schedule and co-ordinate the annual audit of the School and prepare all schedules to ensure audit engagements is successfully carried out
- In collaboration with the Executive Director, review policies and procedures to ensure personnel information is secure and stored in compliance with current standards

Three symbols are one. At the centre of the Choir School's academic effort to make the universe (circle) intelligible to growing minds, is an experience of music (treble clef) for the praise of God in Jesus Christ (Chi Rho cross).

- Review and update staff human resource policies and procedures manual
- Manage semi-monthly payroll input and ensure annual T4s and T4As are issued, and statutory deductions and benefits are remitted
- Prepare and be knowledgeable about statutory filings including HST, Charities Information Return, EHT, WSIB, etc.

Qualifications:

- Minimum 5 years of related experience in the not-for-profit industry, ideally with an independent school
- Experience with financial management and accounting principles, practices, and methodologies to establish, maintain and follow accounting practices and controls, and to ensure the integrity of financial management for The School and its funds
- Experience with accounting and financial management requirements for the not-for-profit sector and particularly related to independent schools
- Experience with all relevant federal and provincial legislation to ensure compliance
- Experience with principles of financial analysis, to conduct regular reviews of financial data, identify areas of risk, and recommend solution options
- Experience with financial audit principles and techniques, to prepare all necessary documentation to support external audits
- Experience with business planning and budgeting processes, to oversee the development of the operating and capital budgets
- Experience with cash management principles, including experience in a fully automated banking environment
- Experience with project management principles, techniques, and best practices
- Experience with both standard desktop software and the Blackbaud suite of applications
- As a condition of employment, the successful candidate(s) must provide a current Vulnerable Sector Screening

Position Details:

- The position is a full-time salaried position and eligible for vacation, benefits, and pension. Normal hours of work are 35 hours per week with remote working possibilities. General employment and review policies for this position are set forth in the Policies and Procedures Manual
- Résumé and cover letter should be submitted in PDF format to [white@smcs.on.ca](mailto:white@smcs.on.ca) before 4:00 p.m. on Friday, May 20, 2022. We thank all applicants, however, only those selected for an interview will be contacted

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), St. Michael's Choir School provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*