



# ST. MICHAEL'S CHOIR SCHOOL

66 BOND ST., TORONTO, CANADA M5B 1X2

Telephone (416) 393-5518

## Manager, Business Operations Full-time (renewable 12-month contract)

### General Job Outline:

The Manager of Business Operations is a senior level position responsible for the financial and human resource affairs of the School in accordance with its mission statement and strategic plan. The incumbent will bring enhancements to the financial procedures, processes and systems that promote efficiencies, improve internal controls, increase the use of electronic transactions, and ensure accurate and relevant financial information. The role will include developing and providing standard financial reporting and analysis, liaising with auditors, bankers, parents, and other external contacts regarding the School's financial affairs, and overseeing the reporting relationship with third party service providers to the School.

The position reports to the Executive Director.

### Key Responsibilities:

- Provide strategic insight, analysis and forecasting of business trends, opportunities, and threats to support an effective decision-making process while communicating effectively with key stakeholders to ensure alignment of those initiatives with the mission of the School
- Develop & manage the School's operating 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
- Partner with leadership team to improve best practices and oversee technology direction and budget to ensure effective utilization of technology systems within the School
- 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 the Finance & Audit Committee and Advisory Board. Prepare additional analysis as necessary to explain major variances

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).

- 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 engagement 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
- 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 similar experience in a broad management role
- Designated professional accountant (CPA)
- 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 operations and programs in a school environment, to support business and financial planning
- 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, to lead and manage special projects
- Experience with both standard desktop software and the Blackbaud suite of applications
- Project management skills and multi tasking is essential to the smooth operation of this position
- Detail oriented and well-organized with a demonstrated ability to work collaboratively
- Superior verbal and written communication skills
- A criminal background check will be required of the successful applicant

**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 some 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 [hr@smcs.on.ca](mailto:hr@smcs.on.ca) before 4:00 p.m. on Friday, July 23, 2021. 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.*