

Pollution Probe Foundation, Toronto, Ontario

Director, Finance

Pollution Probe is a national, not-for-profit organization that has worked for more than 50 years to improve the health and well-being of Canadians. Over the past five decades, we have been at the forefront of progress on a range of environmental issues. We pursue environmental gains by working productively with governments, industry, and the public, with a steadfast commitment to Clean Air, Clean Water, and a Healthy Planet. We do this by advancing policy resulting in positive, tangible environmental change. Pollution Probe's approach to advancing policy is to define environmental problems through research, promote understanding through education, and press for practical solutions through advocacy. Our niche in the environmental movement lies in our systems approach, which embraces three principal drivers for progress: technology and innovation, rulemaking and behavioural change.

Job Description:

Pollution Probe, a registered charity, is seeking a financial professional with solid experience in the non-profit sector. The successful candidate will manage all financial aspects of The Pollution Probe Foundation, a small-sized charity with less than 20 employees and approximately \$5M in gross revenue. The successful candidate will report to the current Director, Finance during a probationary period and then to the CEO.

Roles and responsibilities:

- Manage all financial aspects of the organization, and prepare all financial and accounting transactions, financial statements, projections, and reporting
- Report to the CEO, Finance and Audit committee and the Board including creating the annual budget, preparing materials to be tabled, and collaborating with Directors and Managers across other departments
- Provide guidance and recommendations on the efficient management of program/cost center budgets
- Establish financial policies and best practices
- Develop and implement special projects dealing with accounting, analysis, and KPIs
- Promote idea-sharing and communication with peers and management
- Contribute to team initiatives and priorities, and assist as needed
- Assist with and contribute to Human Resources and IT functions
- Monitor and manage cash position including preparing cash flow forecasts
- Liaise with the auditors and prepare working papers as required
- Comply with charitable reporting and filing requirements, including the T3010 Registered Charity Information Return
- Administer timely submission of all government remittances and reporting quarterly and as required
- Prepare and submit quarterly compliance statement to the Finance and Audit Committee
- Supervise contract bookkeeper
- Post and process all financial transactions (payroll, accounts payables/receivables, invoices, etc.).
- Reconcile all financial, fundraising, and banking accounts and activity
- Perform project and funder-based program reporting
- Maintain deferred contributions in addition to accrued and prepaid revenues and expenses
- Monitor all commercial transactions with vendors, suppliers, service providers, etc.

Job Skill Requirements:

- Bachelor degree in Commerce, Finance or equivalent, and CPA or similar designation
- Minimum of 7-10 years, with 5 years in a Senior NGO role, of progressive accounting and financial experience
- Solid working knowledge of QuickBooks Desktop (Premier Nonprofit edition), Microsoft Excel, and the Microsoft Office suite plus familiarity with Adobe Acrobat Pro

- Familiarity with The Raiser's Edge, RBC PayEdge (EFT payment processing), and Quadient accounts payable automation by Beanworks is an asset
- Proven experience in a non-profit charitable organization with fund accounting using deferred contributions and project-based reporting
- Experience with government reporting for a registered charity including the T3010 Registered Charity Information Return
- Ability to work effectively without supervision and in a team-based environment, and with the CEO, Corporate Secretary, and Fundraising Manager
- Must be a positive contributor to our team environment and organizational mandate
- Demonstrated strong writing and communication skills. Ability to adapt to audiences and communicate key financial metrics and decisions to the Board, Finance and Audit committee, CEO, management, program staff and the public, including to those without a finance background.

This position would be ideal for a self-directed individual looking for wide-ranging responsibilities and hands-on experience. Our small team values everyone's contribution and ideas. We provide excellent working conditions, health and dental benefits, flexible working hours and remote working options. The successful candidate must have the ability to attend team meetings and other events in-person in the corporate offices, in Toronto, on a regular basis. The salary range for this position is \$90,000 to \$95,000 commensurate with experience.

To Apply for Consideration:

Please submit your resume and cover letter via email to Geoff Love at loveenvironment@wightman.ca with the subject line Director, Finance and indicate where you saw this posting. Applications must be received no later than March 11, 2024. No phone inquiries please.

We thank all applicants, however, only those under consideration will be contacted.