

KITCHENER-WATERLOO ART GALLERY KWAG.CA

Director, Finance and Administration

Position Statement

The Director, Finance and Administration at the Kitchener-Waterloo Art Gallery is a forward-thinking individual who carries out a wide range of administrative and financial duties and is responsible for the integration of all administrative functions and financial requirements of the Gallery. The position plays a key role in the development and implementation of short and long-term business strategies and objectives for the Gallery.

This position is a key member of the senior management team and as such works closely with the Executive Director to support the daily operations of the Gallery including those related to finance, human resources, building services, visitor services, contracted trades, and ensures staff have the resources necessary to succeed while developing operational efficiencies. This position will make meaningful contributions to all aspects of the Gallery's life, including risk management, long and short term artistic and strategic planning, budgeting, team collaboration and leadership, and acts as an ambassador for KWAG at all levels of public engagement.

The role requires a proactive and flexible approach, high-level administrative responsibility, and the ability to manage multiple tasks and functions. The successful applicant will have a strong background in finance, human resources, and operations management as well as art museum and gallery administration with demonstrated experience of working in the not-for-profit sector, preferably in arts and culture. The Director should possess strong ethical integrity and knowledge to promote diversity and inclusion strategies.

This is a full-time salaried position, with a salary range of \$ 70,000 to \$75,000 per year.

RESPONSIBILITIES:

Finance:

Performs or oversees all finance and accounting functions:

- Handles all bookkeeping on a day-to day basis including preparation of monthly balance sheets, statements of operations and cash flow statements and provides a summary of changes month over month, compared to budget, prior year and year to date for presentation in a reporting package to the Executive Director and Board of Directors on a monthly basis.

- Attends all Board, Executive and Finance Committee meetings, as well as AGM. Some Board of Directors Meetings are during the evening on weekdays.
- Develops reporting tools to ensure that the Executive Director, Senior Management, and the Board of Directors have adequate information to assess the financial results and ongoing financial needs of the Gallery on a monthly basis.
- Ensures financial controls, policies and processes are in place to safeguard the financial resources of the Gallery and leads the ongoing evaluation and improvement of all financial systems and controls.
- Manages banking relationships and acts as the liaison between the Gallery and bank personnel.
- Manages service contracts, relationships with external contractors, suppliers, and inspectors.
- Manages the payroll function ensuring efficient systems, processes, and controls.
- Prepares all required statutory reports and remits all taxes (HST, CPP, EI,) to the government as required.
- Manages the Gallery's insurance arrangements and the annual insurance renewal process to ensure appropriate coverage.
- Maintains government grant files, including applications, correspondence, and related reports.
- Assists Executive Director with preparation and processing of grant applications and follow up on status of applications as requested.
- Works with Executive Director and staff to prepare financial and statistical data including CADAC for grant applications and reports.
- Prepares draft year-end financial statements and manages the auditing process with the external auditor.
- Prepares Annual Charity Return,
- Ensures compliance with all regulatory requirements relating to Company and Charity Law and provides risk assessment and legal compliance advice to the Senior Management team and Board of Directors with external legal advice as required.
- Works with the Executive Director, Senior Management and the Board of Directors in the development of annual financial budgets based on resources available and knowledge of operations and funding and donation history, as well as comparing annual budget to actual on a monthly basis.
- Develops annual and long-range financial forecasts and maintains long-range financial plans, including balance sheet, statement of operations and cash flow forecasts to ensure that the ongoing and future financial needs of the Gallery are met.
- Participates in the strategic planning process for the Gallery as part of the Senior Management team.

Operations (IT, HR, Facility):

Responsible for the integration of all administrative functions and requirements of the Gallery:

- Oversees front of house Visitor Services,
- Manages IT requirements for staff through liaison with network provider

- Is responsible for the coordination of office equipment and information technology hardware and software,
- Plays a key role in developing and implementing long and short-term business strategies and objectives,
- Ensures appropriate staff representation on the Health and Safety Committee,
- Develops and maintains HR and administration procedures manual,
- Manages all gallery organizational and fundraising licences,
- Works closely with colleagues to maintain a respectful, collegial, and enjoyable work environment,
- Keeps current on all Gallery policies and procedures,
- Compiles advance materials for Executive, Finance, and Board meetings,
- Provides administrative support to the Board as recording secretary and ensures ongoing maintenance of records and minutes for Executive, Finance and Board,
- Participates in strategic planning process as a member of the Senior Management team, and shares responsibility for achieving the goals outlined in Strategic Plan,
- Oversees recruitment process for employees including part-time contract work,
- Oversees staff training,
- Manages the logistics and legal requirements of the Annual General Meeting,
- Oversees building operations, inventory maintenance, key control, surveillance/security system,
- Provides liaison with Centre in the Square on facility issues,
- Is attentive to the changing safety needs relating to COVID-19, administering responsive change to gallery procedures, workspaces, etc.

Supervision

- Visitor Services and Volunteer Coordinator
- Relevant Consultants and Contractors

Qualifications:

- Relevant degree in business administration, accounting, finance, or equivalent training and experience
- Minimum five years experience in financial management position preferably in arts, culture, or not-for-profit sector
- Additional experience in operations and administration at a managerial level

Skills:

- Proven administrative, supervisory and management skills
- Excellent interpersonal, communication, and conflict resolution skills
- High level of comfort using SAGE 50 Premium Accounting, Microsoft Outlook, Word and database programs, and high level of knowledge using Excel
- In-depth knowledge of the not-for-profit and charities accounting practices
- Excellent team building skills
- Demonstrated record of problem-solving and priority-setting in a fast paced, complex and evolving environment and manage effectively with multiple conflicting deadlines
- Ability to promote equity and inclusion as core concepts in all actions and decisions affecting people, programs, and procedures

- Experience in risk management
- Organized and flexible
- Has a passion for the visual arts
- An energetic desire to work with colleagues, artists, volunteers, interns, and community members to create something extraordinary
- Flexible and embraces change, diverse points of view, and creative problem solving

Please send a resume and cover letter by Friday, 17th of February at 5:00 pm to:

Shirley Madill, Executive Director
Kitchener-Waterloo Art Gallery
101 Queen Street North, Kitchener, ON N2H 6P7
Email: smadill@kwag.on.ca

The Kitchener-Waterloo Art Gallery is committed to being an inclusive and respectful workplace. We encourage and welcome applications that contribute to the further diversification of the Gallery including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and 2SLGBTQ+ persons.

We thank all applicants for their interest in the Kitchener-Waterloo Art Gallery; however only those selected for further consideration will be contacted.