

Director of Finance

Our mission: to inspire kids for life through the arts.

Located in the heart of Vancouver on beautiful Granville Island, Arts Umbrella is widely regarded as an organization with a heart: where creativity is nurtured, children are valued, and staff, donors, and volunteers are intensely loyal and sincerely appreciated. Serving youth ages 2-19 since 1979, Arts Umbrella strives to foster the creativity of young people by providing innovative and quality visual and performing arts programs that inspire intellect, spirit and passion.

Each year, Arts Umbrella touches the lives of more than 20,000 young people by providing innovative instruction in the visual, media and performing arts. As Canada's largest centre for arts education for young people, our 270 weekly classes are taught by professional artist-educators who inspire children to new levels of creativity and achievement. Our curriculum is inclusive, catering to kids of all artistic interests and skill levels – from pre-school to advanced professional training. Our students cut across the full spectrum of social circumstances and cultural backgrounds. The breadth and depth of our programs are unequalled in any other institution.

Ensuring equitable access to arts education programs is a key component of Arts Umbrella's mandate. We offer financial assistance in the form of bursaries and scholarships to those wishing to attend our tuition-based programs. More importantly, we take our high-quality arts education to hundreds of daycares, preschools, elementary and high schools and community centres each year through our rapidly expanding outreach initiatives. The majority of the children participating in our programs do so free of charge.

A child's journey with Arts Umbrella may start with curiosity, wonder and excitement...but however it begins, our dream is for the journey to last a lifetime. Research has shown that arts education has a significant impact on children's future successes in school, in work and in life.

At present, Arts Umbrella is implementing an exciting strategic plan which will permit expansion of our programs into even more communities within BC. This bold initiative will enrich our privileged position of fostering a partnership between talented artists / educators and the children of this province.

Come join us and be a part of this dynamic and exiting adventure.

Reporting to the CEO, and as a member of the senior management team, the Director will play a key role in providing leadership to the finance and administrative departments. By understanding the needs of the organization the Director will provide strategic advice and accurate reports. The Director is responsible for the financial and administrative functions at Arts Umbrella, including management of the accounting team, providing accurate financials for the organization, directing facilities management and supporting IT initiatives and infrastructure.

As the ideal candidate for this position you bring a passion for the arts and experience operating at a senior management level preferably in an educational setting. You

possess the ability to motivate and inspire staff lead and excel at connecting and communicating with others. You possess a sound knowledge of financial processes and are a visionary who sees emerging trends and can translate those into interesting initiatives.

In part, your responsibilities will be to:

- Manage accounting and financial systems and procedures as they relate to annual budget planning and development, produce financial statements, and supervise staff responsible for: payroll and benefits, accounts payable/receivable duties, bookkeeping and banking
- Produce and present statistics and other reports as required by Arts Umbrella staff or Board to enable informed organizational decision making
- Supports the CEO in implementing the recommendations of the strategic plan as it pertains to Arts Umbrella facilities, specifically in the assessment and development of current and future facilities.
- Oversee facilities management including: health & safety, buildings improvements & maintenance and projects related to the smooth operation, maintenance, modernization and modification of existing and future facilities.
- Manage maintenance of the facilities by directing and evaluating work performance of the Building Manager and outside consultants and contractors and others to ensure a safe, reliable, and effective workplace for all occupants
- Oversee the development and implementation of the Information Technology (IT) plan for the organization and acts as a liaison with our current outsourced service providers.
- With support from the Coordinator of Human resources, be responsible for the recruitment of financial and operations staff
- Participate in Risk Management assessment and provides oversight and direction for risk management issues including crisis management

Qualifications

Education and Experience

An accounting designation (CA, CGA or CMA or) and three to five years experience in accounting preferably in with an educational institution or similar organization.

Technical competencies

- Demonstrated familiarity with financial reporting systems, preferably Great Plains® accounting software
- Solid understanding of accounting best practices, methods and approaches
- Solid ability to present concepts and ideas through both written and oral communication
- Advanced ability to implement accounting systems and procedures
- Advanced ability to generate financial statements
- Solid ability to effectively explain and clarify financial statements to stakeholders
- Solid ability to manage staff including the recruitment, coaching, mentoring and performance monitoring of staff

- Strong understanding and knowledge of the principles and practices of effective administration and people management involved in strategic planning, risk management, and facility management
- Experience in IT infrastructure planning and development
- Knowledge of issues related to lease and tenant management
- An understanding of building operations and systems

If this sounds like you, please forward your resume to job@artsumbrella.com.

This position will stay open until a suitable candidate is found.

Arts Umbrella thanks all applicants for their interest in Arts Umbrella and advises that only those selected for an interview will be contacted.