



DIRECTOR, FINANCE

Employment Type: Full-time management position

Location: Granville Island

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit organization entirely dedicated to arts education for children and youth, we believe that art is powerful. When young people engage in the arts, they gain self-confidence, develop compassion, and discover creative expression—immeasurable life-long skills. A professional faculty delivers a wide range of instruction at every level, including advanced opportunities for young people who want to push, inquire and develop a more in-depth practice, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs that bring the Arts Umbrella experience to children and communities in Metro Vancouver who would benefit from them most. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

In April 2021, Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. This state-of-the-art building includes six spacious dance studios; four theatre, music and film studios with specialized technical equipment; 10 art and design studios, including a media lab, ceramics studio, and a photography darkroom; a 132-seat theatre; a public exhibition space; and a dedicated workshop area for woodworking, stagecraft building and general fabrication. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. It is our mission to be Canada’s leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella (“AU”) is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the COO, and as a member of the senior management team, the Director will play a key role in providing financial leadership and expertise to the organization. The Director is responsible for the management of the Finance team and, together, serving an overall team of approximately 250 instructional and administrative staff, in addition to working closely with the organization’s boards and volunteers.

The Director oversees financial administration, including reporting, audit coordination, forecasting, budgeting, compliance, accounts payable, loan management, cash management, reconciliation, investments, payroll and financial controls. The Director also drives the financial planning of the organization by analyzing performance and risk, and by forecasting.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.



Key Accountabilities:

- Leads the annual budget planning process, working closely with the COO and CEO, other members of the senior management team, and the Board's Finance & Risk Management Committee
- Manages the organization's accounting and financial systems and procedures as they relate to annual budget planning and development, produces financial statements, and supervises staff responsible for: payroll and benefits, accounts payable/receivable duties, bookkeeping and banking
- Undertakes month-end close and oversees the preparation of financial statements and note disclosures for areas assigned for statutory, entity level and consolidated financial statements
- Collaborates and works in partnership with the fund development team on reaching organizational goals, events and campaigns
- Together with the COO and CEO, provides accurate and timely financial reporting to both the Arts Umbrella Association and Foundation Boards, including annual operating plans and investment activities and strategic plans
- Prepares for and oversees timely year-end audits for both the Arts Umbrella Association and Foundation
- Produces and presents statistics and other reports as required by Arts Umbrella staff or Boards to enable informed organizational decision making
- Supports the COO and the CEO in developing and implementing the recommendations of the strategic plan
- Develops and optimizes financial policies and procedures such that they are efficient while enabling financial sustainability
- Participates in Risk Management assessment and provides oversight and direction for risk management issues
- Collaborate with COO to oversees activities related to project management, contract negotiations, and insurance
- Project tracking - Profit and budget tracking for ongoing projects across the AU programs, ad hoc analysis and reporting
- Leads performance and professional development for members of the finance team
- Promotes safe work practices and ensures compliance with Arts Umbrella's health and Safety Program and the Regulations of WorkSafe BC
- Ensures staff report any unsafe conditions, practices or injuries as soon as possible and take appropriate actions
- Performs other duties within scope of practice as assigned.

Here is what you bring

The ideal candidate should have a demonstrated familiarity with financial reporting systems and advanced understanding of accounting best practices and related methods. They will have the ability to look beyond retrospective practices and contribute to the analysis and prediction related to a variety of projects and strategic enquiries. We are looking for an enthusiastic and articulate person with the drive and capacity to manage a variety of concurrent projects and to meet deadlines. A Certified Accountant with experience in a tuition-based, multi-functional organization would be an asset.



We are on the lookout for the following competencies:

- Post-secondary education in a financial or business program, and an accounting designation (CA, CGA or CMA)
- 3+ years of experience in a similar role, preferably in with an educational institution, non-profit organization or similar organization
- Extensive experience in financial reporting, strategic planning, internal controls, operations, financial analysis, budgeting, and policy administration
- Ability to compile, analyze, interpret and present complex financial reports and/or projections to a variety of stakeholders
- Strong interpersonal, communication, analytical and problem-solving skills
- Must be able to multi-task: work well under pressure, prioritize tasks to meet deadlines, and demonstrate a high degree of accuracy with complex information
- Proven ability to exercise sound judgment, discretion, initiative and a high degree of confidentiality
- Strong ability to operate well in a collaborative, high energy, vibrant work environment
- Experience working with Sage Intact or similar program
- Experience with Great Plains software is an asset

How to apply

Send your resume and cover letter to job@artsumbrella.com , indicating **Director, Finance** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. ***No phone calls please.***