



## CHIEF FINANCIAL OFFICER

**Position Type:** Permanent

**Start Date:** June 2010

**Salary range:** \$110,000 - \$120,000 (plus benefits)

**Benefits:** UTS offers a comprehensive benefits package that includes; medical benefits without a waiting period, pension plan, life and LTD insurance, educational assistance/tuition reimbursement, employee assistance program, vacation and personal days.

### About UTS

UTS is an independent not-for profit university preparatory school, grades 7 through 12, with 650 students and about 87 employees. Affiliated with the University of Toronto and located on U of T's St. George campus UTS is one of the most coveted secondary schools in Ontario, attracting the most outstanding young minds in the Greater Toronto Region. It is renowned for educating generations of outstanding graduates including two Nobel Laureates, 22 Rhodes Scholars and numerous leaders in commerce, industry, academics, the arts, sports, government and public service. The school enjoys the dedicated support of its alumni and parents who are an integral part of the UTS community.

### Position Summary

UTS is looking for a hands on Chief Financial Officer (CFO) with experience in the not-for-profit sector, to be the lead professional for ensuring the timely production of financial reports and budgets and overseeing the integrity of the internal control structure. The CFO will also communicate and advise the Principal and Board of Directors on material and financial activities and work closely with the UTS Foundation to oversee and administer endowments and donations. Reporting to the Principal the CFO will work collaboratively with the UTS Treasurer, UTS Foundation Chair, Director of Finance, the Executive Director of Advancement, staff and external stakeholders.

### Essential Functions:

#### Financial

- Oversee and coordinate the preparation of the annual budget and project budgets in collaboration with the Principal, Director of Finance and Facilities and department supervisors/coordinators;
- Coordinate activities with Finance staff to ensure that all finance/budget activities follow procedures, are accurate and up-to-date;
- Prepare all financial reports and ad hoc analyses for the Principal and Board of Directors;
- Oversee cash flow and projections;
- Manage Finance office staff and complete performance reviews of staff within the department;
- Ensure internal control procedures are established, documented, disseminated and maintained;
- Review transactions to ensure compliance with GAAP;
- Conduct internal reviews to ensure transparency and compliance with GAAP;
- Oversee the organization's FS annual audit and tax filings;
- Support colleagues and assist with the implementation of the organization's strategic plan;



## Foundation

- Responsible for the governance function of the UTS Foundation;
- Direct financial planning and investment of funds for UTS Foundation;
- Monitor the Foundation's investments activity and ensures that investment procedures are consistent with the Foundation's policies and meet legal obligations;
- Liaise with Foundation custodian, investment managers and bankers and maintains positive, long term working relationship;
- Oversee all financial transactions, delegates authority of receipt, disbursement, banking, protection and custody of funds, securities and financial instruments to Director of Finance and appropriate Finance department staff as necessary.

**Supervisory responsibilities:** will supervise staff assigned to the Finance Department (1 managerial, 2 support).

## Qualifications:

- Undergraduate or Masters degree in Accounting, Business Administration, Finance or similar field;
- Must have an accounting designation, preferably a Chartered Accountant (CA), a CMA or CGA designation will also be considered;
- At least three years of practical financial experience in a not-for-profit organization, ideally in an educational setting;
- Must have 4-5 years of Director / Controller level experience;
- Must have a strong track record in supervising teams;
- Knowledge and experience of accounting and donations processing software (Financial Edge and Raiser's Edge would be an asset);
- Knowledge of accounting principles, financial statement presentation, not-for-profit accounting;
- Ability to deal easily and effectively with all levels of management;
- Must have good oral and written communication skills.

*UTS is committed to diversity within its community. UTS welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.*

*University of Toronto Schools thanks all applicants for their interest. However, only those applicants considered for a job posting will be contacted.*

**Resumes should be submitted to:**

**UTS Human Resources  
371 Bloor St. West  
Toronto, On M5S 2R7**

**Fax: 416-946-8190**

**Email: [employment@utschools.ca](mailto:employment@utschools.ca)**

