

# textile museum

OF CANADA

## Finance Manager/Controller

REPORTS TO: Director and CEO

POSITION TYPE: Permanent

START DATE: ASAP

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural space promoting community engagement through our programs and exhibitions. The Textile Museum is the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world. This universality of textiles is at the heart of our work; it provides the opportunity to engage communities around us, and national and international visitors. Through our public programs, delivered in person and online, we build on a long history of connecting creativity, cultures, and human histories through everyday materials.

**Role: Planning, directing, and coordinating all accounting functions for a small museum with registered charity status and an operating budget of just under \$2M.**

We are entering our Strategic Planning cycle in 2023 and this is an ideal time to join a supportive and skilled team. You will have the opportunity if you desire to work through your first audit cycle with us with the oversight of an accountant who has been managing our audit for the past five years. We also have a highly reputable audit firm with specialist staff, and an engaged Board of Directors.

### Responsibilities:

- Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
- Coordinates and prepares internal and external financial statements
- Manages Audit with Auditing Firm
- Ensures all CRA regulations are adhered to including T3010 forms etc.
- AP/AR Bookkeeping in QuickBooks Online
- Manages payroll and benefits through online Apps
- Secures necessary insurance per CEO
- Manages CRM supplier and reconciliation with QuickBooks including Shop Inventory
- Supports the Philanthropy Manager's work on CRM donation data entry standards, and reconciliation with QuickBooks
- Manages cash flow and projections for the Museum
- Supports CEO in annual budget preparation
- Leads the monthly reconciliation of invoices and budget tracking with Program Managers
- Tracks restricted spend down funds, investment income and endowment payout
- Manages CADAC financial data updates for Government Grants
- Supports the development and improvement of financial control and investment policies
- Participates on the Finance and Audit Committee

Compensation Package and Working Conditions:

- **4 days per week**
- Hiring Range - \$50,000 to \$60,000
- Hybrid work environment
- comprehensive health and dental benefits
- paid vacation, personal and sick days
- payment of your annual CPA membership/dues
- no pension or RSP matching program yet - help us develop one!

Required:

- CPA designation
- Accounting experience working in or for charities
- Advanced knowledge of QuickBooks online
- Experience with online apps for payroll, bookkeeping and signing authorities
- Previous roles requiring financial analysis and advising leadership
- The ability to improve and simplify processes and deliver training materials for staff
- Enjoys people as well as numbers

Assets:

- CRM or retail inventory experience
- Financial Investment designation
- IT oversight
- A love of textiles!

**TO APPLY:**

Qualified candidates should email their cover letter and resume as a single document to:  
[hrsearch@textilemuseum.ca](mailto:hrsearch@textilemuseum.ca) .

**The email subject line should read:**

**<title of position applied for> <followed by applicant's last name>**

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. Respect, accountability, and a courteous manner towards other staff, volunteers, and the public are requirements for all staff. We invite all candidates who meet the eligibility criteria to apply, however in keeping with the Museum's equity goals; we encourage applications from candidates who have lived experience of disability, BIPOC candidates, and/or 2SLGBTQIAP+ candidates. Candidates are encouraged to self-identify in their cover letters.

In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act a request for accommodation will be considered throughout the hiring process. The Textile Museum of Canada is an Equal Opportunity Employer.