



The Canadian Academy seeks a **DIRECTOR OF OPERATIONS & FINANCE** (Full-time)

The Canadian Academy is seeking a Director of Operations & Finance to drive organizational efficiency in order to increase our impact in the media industry. This role is pivotal to the strategic and daily operations of our growing operation. The Director will have a broad role encompassing finance, business affairs, HR, and office operations. The ideal candidate will be a tech-savvy, entrepreneurial systems-lover who can align our financial and other operations with the growth of the organization.

As a strategic partner to leadership and the main liaison with key vendors, this position will require strong business acumen, negotiation skills, and an ability to work with many different people, balancing being both personable and professional.

The Academy of Canadian Cinema & Television is the largest non-profit professional arts organization in Canada. We are dedicated to recognizing, advocating for and celebrating Canadian talent in the film, television and digital media sectors. Our more than 4,500 members encompass industry icons and professionals, emerging artists and students. Collectively, we deliver professional development programs and networking opportunities that foster industry growth, inclusion, and mentorship.

In everything we do, we seek to foster a culture of work that is creative and entrepreneurial, but also grounded in a respect for processes and professionalism that ensures the integrity of our membership organization. As a growing organization, we are looking for team members who will bring an enthusiastic and growth-oriented mindset to their position.

Specific responsibilities will include:

- Lead the accounting function including annual/quarterly budgets and forecasts, management of revenue projections, cost management and ensuring compliance with government regulations and general accounting principles
- Oversee the Finance Manager in developing monthly financial statements, including cash flow, P&L summaries and preparation of tax documents and audits for the National and Quebec offices
- Source, manage and negotiate contracts with all service vendors year-round but specifically during Canadian Screen Week
- Supervise Canadian Screen Week production coordinator
- Ensure processes are adhered to for recruitment, onboarding and offboarding and performance management
- Advise on HR talent development and retention, including professional development and management of employee benefits package
- Collaborate in team meetings to assist leadership with resource allocation for projects and programs
- Examine and suggest improvements in back-end systems to enable data-driven decision making, and to maximize existing resources
- Manage external IT support company to maintain the integrity of Canadian Screen Award IT systems and service
- Ensure that all office administration tasks are assigned and completed in a timely fashion



Qualifications:

- Undergraduate degree in Business, Finance, or related field or equivalent work experience
- A minimum of 5 years of experience in a similar role. Preference will be given to candidates who have had experience managing the operations of a fast-paced office.
- Budgeting, accounting functions and financial reporting expertise required
- CPA an asset but not required
- Human Resources, Compliance and Regulatory experience preferred
- Experience in Event production an asset
- Ability to be adaptable and agile; solution orientated

Start Date: On or about September 1, 2019

Salary: Commensurate with experience. The Academy has a generous benefits package.

If you are interested in speaking with us about the position, please send your resume to careers@academy.ca with your cover letter in the body of the email (not as an additional attachment) and the subject line: Director of Operations & Finance.

The Canadian Academy thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. The Canadian Academy is committed to providing a fair and equitable work environment and we are committed to recruiting and retaining a diverse workforce. We value diversity in our employees and we encourage applicants from a diversity of backgrounds to apply. We are proud to be an Equal Opportunity Employer.