



## Treasurer & Director of Finance

The Diocese of Toronto is seeking a full-time Treasurer & Director of Finance to be a senior member of the Diocesan staff. The mandate of this position is to support the ministry of the Bishops, parishes and the Diocese as a whole in implementing decisions and priorities.

The Diocesan **Mission** is to build healthy, missional Anglican communities that engage faithfully with the world and share the gospel of Jesus Christ. Our **Vision** is an Anglican community committed to proclaiming and embodying Jesus Christ through compassionate service, intelligent faith, and Godly workshop. Our **Core Values** are faith, compassion, collaboration, accountability, and boldness. The Diocese was founded in 1839 and is the largest Anglican Diocese in Canada by population and membership. Our boundaries stretch from Mississauga to Brighton and north to Collingwood and Brighton. The Diocese is episcopally led by the Bishop of Toronto and four suffragan bishops each of whom has episcopal oversight of a geographic area. The Diocese is synodically governed with the Synod being made up of 750 clergy and lay members. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to [www.toronto.anglican.ca](http://www.toronto.anglican.ca).

**Role and Responsibilities:** As the Treasurer and Director of Finance of the Diocese you will:

- Oversee the finance and accounting, treasury functions through effective management support, financial planning and budgeting, internal and external reporting, internal controls, cash management, risk management, and government reporting.
- Responsible for an annual operating budget of \$8 million, a Consolidate Trust Fund of \$155 million and a Cemetery fund of \$11 million.
- Responsible for the compliance and filing for the Anglican Diocese of Toronto Foundation (\$13 million in assets) as the Assistant Treasurer.
- Oversee office services including information technology to ensure the efficient operation and maintenance of the Synod Offices.
- Provide support to various volunteer boards and committees regarding financial and investment matters.
- Liaise with investment managers/custodians and monitor invested funds to ensure compliance with the Diocesan Investment Policy; report performance to the Investment Committee, Diocesan Council, and Synod.
- Lead special projects.
- Manage and oversee the work of the 5 full-time Finance Department staff.
- Work closely with other Church leaders, both at the Diocesan and parish levels, in developing, implementing and maintaining effective financial and reporting strategies.
- Make presentations to both small and large groups on financial matters, including the financial statements of the Incorporated Synod of the Diocese of Toronto, best practices for parish financial management, and special presentations on a regular basis. These presentations may occur on evenings and weekends.
- Act as a senior signing officer of the Diocese.

**Skills and Qualifications:** You are a CPA with at least 7 years post-designation experience. You have demonstrated strong leadership and interpersonal skills, including experience with managing staff and working with volunteers. You can think and act strategically and have experience with various accounting systems including accounting practices and procedures in a not-for-profit organization. You have a passion for supporting the work of the Church. Preference will be given to candidates that have a strong

knowledge of the structures of the Anglican Church. Excellent verbal and written communication skills are essential.

**Reporting Relationship:** The Treasurer & Director of Finance will be accountable to the Executive Director and will work extensively with clergy and volunteers.

The Treasurer & Director of Finance will be eligible to participate in the pension and benefit plans of the Diocese. The salary range for this position is \$96,114 to \$120,144 annually. If you would like to apply for this position, forward your application by **July 1, 2018** to:

Human Resources  
Anglican Diocese of Toronto  
135 Adelaide St. E., Toronto, Ontario M5C 1L8  
Email: [hr@toronto.anglican.ca](mailto:hr@toronto.anglican.ca)

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

*We thank all applicants however only those selected for an interview will be contacted. No phone calls please.  
Visit our web site at: [www.toronto.anglican.ca](http://www.toronto.anglican.ca)*