



Director of Finance

Location: 10 Carnforth Road, Toronto

Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated Director of Finance who will report to the CFO and provide senior professional and middle management finance and accounting services for the organization. This role involves overseeing the financial operations, managing a small finance team, and ensuring the financial health and compliance of the organization.

Key responsibilities:

- **Budget Management:** Work with the CFO and management to prepare and finalize the annual budget and forecasts.
- **Treasury Management:** Monitor all banking transactions and balances, manage credit card accounts.
- **Customer Service:** Respond to internal and external service requests.
- **Administrative Duties:** Act as a backup to the CFO and other finance staff during their absence, manage a team of finance professionals, and maintain investment files.
- **Financial Reporting:** Oversee the recording, reconciling, and preparing reports required for financial statements and audits.
- **Year-End Audit:** Manage the year-end audit process and liaise with the lead auditor.
- **Compliance:** Manage annual returns and all other federal and provincial reports and returns.

Requirements:

- A minimum of 10 years of successful finance and accounting experience, preferably in a non-profit.
- Certified Public Accountant (CPA) designation required.
- Experience with Microsoft Dynamics 365 Business Central would be an asset.
- Strong organizational skills, attention to detail, ability to multi-task under pressure, and advanced user of finance software and applications.
- Self-motivated, proactive, resilient, and promotes a culture of integrity and values-driven leadership.
- Effective communicator with strong verbal and written communication skills.
- Experienced leader able to inspire a team while holding them accountable.
- Effective negotiator and consensus builder.
- High degree of personal accountability and ability to set and achieve plans with agreed-upon metrics.
- Ability to maintain a high level of confidentiality and professionalism.



What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canada's latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

To Apply:

Please forward your CV along with a detailed cover letter to humanresources@biblesociety.ca by May 11th 2025.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.