

---

**Director of Finance,  
The Canadian Canoe Museum  
Peterborough, Ontario**  
(File Reference: CCMDf-2021)



---

**SHRP** is very pleased to be conducting this search on behalf of our Client, the **Canadian Canoe Museum** for a **Director of Finance**. This is a unique opportunity to join an iconic national heritage centre at a time of exciting growth as they prepare to break ground at their new-build site in the heart of Peterborough. The new location will feature a waterfront experience next to Little Lake and adjacent to the Trans Canada Trail network. Through inclusive, memorable and engaging exhibits, the CCM shares the art, culture, heritage and spirit of paddled watercraft with visitors from near and far.

As the lead finance professional for the Museum, the incumbent will be a key part of the leadership team that stewards these next developments. At the same time, candidates must have proven financial management skills to facilitate the development and execution of the business plan, annual budget, and capital projects for the new museum. Recognizing the strategic aspects of the this role, candidates must also be engaged in managing the day-to-day administrative and frontline finance work with the support of a Finance Officer.

The Canadian Canoe Museum's base in Peterborough, Ontario, in the heart of the Peterborough-Kawartha region offers many highly desirable lifestyle choices and recreational pursuits with convenient access to the Greater Toronto Area. With one of the province's shortest average commute times, the region boasts accessible healthcare (including Peterborough Regional Health Centre), multiple post-secondary institutions (including Trent University and Fleming College) and a vibrant social network that includes museums, boutiques, theatres, galleries, restaurants, microbreweries, music and other festivals.

This position offers competitive compensation (including group benefits) and the opportunity for hybrid work arrangements.

#### **POSITION SUMMARY**

Reporting to the Executive Director, the Director of Finance will provide overall leadership for CCM's finance and accounting functions. In addition to these core functional responsibilities, this opportunity will appeal most to candidates seeking to contribute to the overall mission and purpose of the organization, including participation in initiatives outside the traditional scope of the finance portfolio.

The Director will work with the leadership team and staff to champion fundraising efforts and community outreach efforts to advance the organizational goals of the CCM and its role as a national cultural heritage centre and educational resource.

---

## KEY RESPONSIBILITIES

- Given the upcoming construction of CCM's new facility, the incumbent will be largely focused on capital/project-related financial management for the project in the medium term (next two years) including overseeing operating fund and capital fund management.
- Provides oversight for all banking and financial functions for the operating fund and the new museum project fund.
- Support the Executive Director in presentations to Board of Directors and Board committees, on a regular basis.
- Ensures proper internal controls are in place, including the preparation and maintenance of good accounting policies and procedures to ensure continuity and consistency in all key areas of responsibility.
- Act as a liaison with bank personnel and other external contacts
- Preparation of internal and external financial statements, financial planning and reporting, administration, cost accounting, general accounting functions and controls, and special projects as required.
- Provides leadership to CCM finance and accounting functions, working with the Finance Officer on routine finance duties such as general accounting and reporting, A/R & cash receipts, A/P and payment processing and cash management.
- Manages cost accounting structure, ensuring accuracy, integrity and timeliness of all financial reporting.
- Prepares reporting and ensures compliance with all requirements of banking and financing agreements, including capital projects funded through grant programs.
- Reviews, monitors and prepares reporting to ensure project and capital expenses remain aligned with budgets and timelines.
- Organizes all NFP financial documentation (including Charitable Tax Return documentation, HST exclusions).
- Works with the Executive Director to develop and respond to grant and funding proposals.
- Prepares audit-ready year-end financial statements and related documentation for the external auditors based on established timelines and in collaboration with the Executive Director and the Board of Directors.
- Prepares annual reporting and related government oversight documents in collaboration with colleagues.
- Oversees payroll and ensures accuracy, integrity and timeliness of payroll information.
- Ensures positive continuous improvement to accounting and reporting functions and associated processes.
- Maintains financial forecasting tools for critical organizational decisions in conjunction with Executive Director and Board of Directors.
- Work with staff at all levels throughout the organization to help in creation of a positive and supportive work environment
- Other duties as required.

---

## IDEAL EXPERIENCE

- Ideally, candidates possess the CPA Designation or are in the process of so doing together with a relevant undergraduate degree.
- Minimum five years of experience in a senior finance position.
- Not-for-Profit / Registered Charity tax preparation and accounting experience preferred.
- Strong knowledge of accounting principles, audit techniques, financial reporting standards, budgeting procedures, capital project management and cost control systems is required.
- Excellent communication and presentation skills including the ability to resolve high-level problems through diplomacy, discussion and negotiation when required.
- Excellent computer skills particularly with MS Office Suite and general accounting software.
- The ability to plan, schedule and implement workloads.
- The ability to prioritize and multitask.
- The ability to lead and direct the work of others.

## PERSONAL ATTRIBUTES

- Hands-on and leads by example.
- Detail-oriented, focusing on measuring success through clearly defined and articulated metrics.
- A participative yet decisive problem-solver who solicits input and discussion wherever possible, but when appropriate makes timely and definitive decisions.
- A person of high integrity who will serve as a respected colleague internally and a solid representative of the organization externally.
- Highly organized and proactive with ability to meet established timelines.
- Confident public speaker who can present effectively to the Board of Directors and other community stakeholders.

## COMPENSATION & OPPORTUNITY:

A competitive compensation package is offered including attractive base salary, group health benefits and flexible work arrangements. For further consideration, highly qualified candidates are invited to submit their resume information in confidence to:

**Matthew Savino, B.A., LL.B., C.H.R.E.**

**Managing Partner**

**SHRP Limited**

925-550 Skyway Drive (Airport Road)

Peterborough, Ontario K9J 0E7

Contact:

hr@savinohrp.ca

705-400-7145

www.hrlive.ca

---

*Applications will be accepted on a rolling basis until the position is filled.*

*While we appreciate all applications, we can only contact those individuals selected for interview.*

*We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can best support your needs).*

*CCM is committed to ensuring its workplace is diverse and inclusive. We welcome applications from members of racialized minorities, women, Indigenous Peoples, persons with disabilities, persons of various sexual orientations and gender identities to contribute to our excellence.*