



## **Director – Finance & Computer Services**

**HOURS OF WORK:** 35 hours per week

**SALARY:** Commensurate with qualifications and experience.

**Basic Function:** Reporting to the Chief Executive Officer (CEO), this member of the senior management team is responsible for the business management and the financial operations of the Zoo including Financial Services and Computer & Telecom Services. Under the direction of this position, the Financial Services team provides organization-wide financial planning and analysis, services and consultation in support of the development of Cost Centre Budgets by Supervisors/Managers, and is the primary liaison with the City of Toronto on all required City financial planning and accounting matters. Also, the Computer and Telecom Services team which provides services for ensuring the computer and technical infrastructure supporting Zoo operations are maintained and enhanced.

### **Responsibilities**

Develops and implements policies, procedures and objectives for the Finance & Computer Services Division and the Zoo and ensures that such matters are understood and administered by the appropriate managers and supervisors.

Ensures the effective utilization of Finance & Computer Services Division staff and resources by monitoring the performance of the units and implementing such procedural and operational changes as may be required to maintain or improve efficiency and performance.

Reviews and inspects the delivery of Zoo services as it pertains to the Division and ensures corrective action is initiated with the manager or supervisor concerned where required. Ensures that appropriate procedures and practices are followed for the enjoyment of the public, and the wellbeing of the animal and plant collections.

Works with colleagues on the senior management team to develop strategies and plans (eg. Strategic/Master Plans) to ensure sustainability and growth of the Toronto Zoo including attracting new visitors and increasing attendance, delivering on future business and product development, increasing volume of sales, energizing management capacity, operations and financial outcomes and enabling new net revenues.

Directs the development of a financial performance measurement system including program evaluations and key performance indicators. Works with senior management and direct reports in defining performance measurements and analyzing programs against business goals and priorities.

Provides leadership, motivation and management of all staff in the Finance & Computer Services Division. Oversees and ensures fair practices in hiring, assigning work, reviews, approving performance, training, investigations, corrective actions, handling disciplinary issues and labour relations issues. Promotes and ensures compliance with Occupational Health and Safety standards, Zoo policies and other related legislations.

As the senior financial officer, responsible for overseeing the preparation, implementation and control of the Zoo's ten year capital budget and the annual operating budget, including the review and analysis of budget

requests of all divisions, establishing overall corporate budget priorities and ensuring operations are consistent with approved plans and within allocated resources.

Responsible for the audit oversight and establishment including external audit relationship and interfacing with the City of Toronto and Auditor General's Office (AGO) on internal audit and AGO matters.

Responsible for negotiation of major business and legal contracts (e.g. food services, banking, special exhibits, and large sponsorships). Liaises with City of Toronto Legal team and effectively administers contracts between the Zoo and outside sources for the provision of various services, equipment and supplies.

Oversees the Zoo's Records Management Program ensuring the retention and disposal of records in accordance with approved policies and procedures.

Provides advice/support to the CEO on various projects and programs and recommends alternative solutions as may be required.

Oversees all aspects of the Zoo's telecommunications and computer services including the purchase and installation of hardware and software, staff training, and system operations and security.

Responsible for the procurement of major projects, including costing, preparation, and budgeting of various Zoo construction projects of both a capital and operating nature.

Prepares and presents proposals, reports and recommendations within the areas of responsibility to the Board of Management or other bodies as required.

Initiates and conducts special projects and assignments as required.

May act as designate in the absence of the CEO.

Represents the Zoo on various internal and external committees and performs other related duties as requested by the CEO.

### **Qualifications**

Must be designated as a CPA (Certified Professional Accountant) and possess a degree in business (MBA) or finance (B.Comm) from a recognized post-secondary institution.

Must have a minimum of five (5) years' experience in a senior management position responsible for the administration of financial matters, information technology and project management.

Must have previous involvement in the negotiation and preparation of contracts.

Must possess a broad working knowledge of computer systems, their application and maintenance.

Must possess a proven ability to effectively plan, organize and administer programs and initiatives designed to improve or increase efficiency.

Must possess highly developed analytical capabilities, with the capacity to effectively develop and implement appropriate financial and administrative systems and provide sound advice and counsel to senior management with respect to all financial and administrative policies and procedures.

Must have a solid understanding of the project management process including the contract administration process.

Must have strong communication skills and be able to express him/herself effectively in the English language both orally and in writing.

Must have proven ability to prepare and present brief but accurate and comprehensive reports or presentations to a variety of audiences.

**CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.**

If interested in this position, please submit your resume and cover letter no later than Tuesday, September 17th, 2019 to\*:

Email: [hr@torontozoo.ca](mailto:hr@torontozoo.ca)

\* Please state "Application for Director – Finance and Computer Services" in the subject line of your application.

**While we appreciate the interest of all applicants, only those selected for an interview will be contacted.**

***The Toronto Zoo provides accommodations for individuals with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.***