



Chemical Institute of Canada | **For Our Future**  
Institut de chimie du Canada | **Pour notre avenir**

## Director, Finance and Business Operations

### About us

The Chemical Institute of Canada (CIC) is a member-based not-for-profit association that champions the advancement of the chemical sciences in Canada. We help our members connect, learn, celebrate excellence, and grow their careers. Our renewed commitment is to help support the chemical sciences community excel in sharing and celebrating their discoveries while ensuring the current and future generations of leaders are ready to foster a more resilient, inclusive future for everyone in Canada. We are thrilled and ready to embark on this exciting chapter. Learn more about how the CIC serves 4,000+ chemical science professionals and imagine how you, as part of the team, will help the CIC empower the Canadian chemical sciences, engineering, and technology community. We invite you to visit our website ([www.cheminst.ca](http://www.cheminst.ca)) to learn more about our organization.

### Overview:

The Director, Finance and Business Operations is responsible for a broad range of financial services, including the overall management of the budget for the organization. Reporting to the Executive Director (ED), this position will:

- Lead CIC organizational financial duties while ensuring compliance with all applicable regulatory bodies and laws
- Support the ED in setting and driving organizational vision and operations strategy
- Contribute to implementation of organization-wide goal setting, and annual operations planning
- Identify and communicate financial and budgeting implications of organizational strategy and operations considerations
- Help translate strategy into actional steps for growth

This is a high-impact role as the organization imagines how we can digitalize our operations so we can meaningfully engage with and serve our members and partners in the chemical sciences community. As part of our team, you will be:

### Finance Management:

- Performing all budgeting, accounting and financial reporting functions (month end, quarterly and year end) of the CIC, the two constituent Societies, Chemical Education Fund (CEF) and the Gendron Fund (GF). Activities of the two Constituent Societies and Funds include supporting respective Audit and Finance Committee liaison and Board Reporting, supporting a number of Local Sections and Subject Divisions, and two major annual conferences.
- Working closely with the ED, Treasurers, Finance Committee and the Boards to understand and communicate about the organization's finances
- Developing and executing a comprehensive financial strategy to build on and modify existing way of operating financially and establish financial stability



- Conducting ongoing contract and business analysis, identifying areas of improvement, and recommending initiatives to optimize financial performance, implement effective financial systems, policies and procedures related to the organization's operations
- Providing financial analysis and insights to support strategic decision-making and resource allocation
- Maintaining G/L account structure, integrity and update management of changes when needed
- Overseeing the annual financial audit activities including preparation of year end working papers for the auditor's review for the CIC (which includes the Local Sections and Subject Divisions), the two Constituent Societies, CEF and the GF
- Conducting internal and external financial reporting requirements
- Preparing the bi-weekly payroll accurately and effectively for a team of about 15 people

#### **Risk Management and Compliance:**

- Identifying and mitigating operational risks, ensuring compliance with legal, regulatory, and ethical standards
- Developing and maintaining policies and procedures to ensure organizational compliance and adherence to best practices
- Ensuring compliance with all financially related legislative requirements, including reporting and remittances as required by a non-profit and charitable organizations
- Acting as primary liaison with insurance providers, ensuring appropriate insurance policies and claim reporting systems in place
- Working with external legal resources as needed, ensure CEF meets all charitable organization legal and reporting requirements, including timely reporting to the Canada Revenue Agency, and ensure charitable donation receipts meet all legal requirements

#### **Information Technology and Information Management**

- Ensuring up to date technology, systems and policies are in place and meeting membership management, conference-related, and staff needs
- Overseeing the development and implementation of Information Technology and Information Management short- and long-term strategies
- Overseeing technology hardware, software and software license upgrades and purchases

#### **General:**

- Participating in strategic planning and operational oversight
- Leading and managing up to three direct reports
- Mentoring and developing personnel using a supportive and collaborative approach
- Promoting a culture of high performance and continuous improvement
- Performing other related duties as assigned for the purpose of ensuring the efficient and effective function of the Institute
- Providing other duties as necessary to support our organization's success

#### **Qualifications:**

- A designated CPA (Certified Professional Accountant) and/or possess a degree in finance (BComm) from a recognized post-secondary institution or equivalent experience and education
- Experience working in small to medium sized organizations
- Experience with member-driven non-profit organizations is an asset
- Experience with large complex events is an asset

**Schedule:**

- 35 hours per week (8 am to 4 pm ET on weekdays with occasional pre-planned work week and weekend hours)
- Travel within Canada may be required for meetings and/or event-specific activities according to travel policies and procedures

**Location:**

- Flexible within Canada. The incumbent in this role will work remotely from home

**How to apply:**

- Interested candidates should submit their cover letter and resume in one pdf file to [Apply@ChemInst.ca](mailto:Apply@ChemInst.ca), indicating the job title in the subject line of the email as soon as possible
- Applications will be reviewed on an ongoing basis, starting May 14.

[The Chemical Institute of Canada](#) is an equal opportunity employer committed to creating a safe, diverse, and inclusive environment. We encourage qualified applicants of all backgrounds including ethnicity, religion, disability status, gender identity, sexual orientation, family status, age, nationality, and education levels to apply. If you are contacted for an interview and require accommodation during the interviewing process, please let us know. We thank all applicants for their interest. Only those selected for an interview will be contacted.