



JCC DIRECTOR OF FINANCE – MATERNITY LEAVE

Job Type: Full-Time 12-14 Month Term Position; Start October 19th, 2026 (*In-Person Position*)

Salary: \$80,000-\$90,000.00

Location: Prosserman JCC, 4588 Bathurst Street, North York (Bathurst/Sheppard Area)

Are you a passionate community connector eager to make a meaningful impact on the Jewish community?

Do you have proven experience overseeing financial operations, budgeting, and team leadership at a senior level? We're looking for a Finance Director, maternity leave cover to lead the financial management and business operations of both the Prosserman JCC (PJCC) and the Schwartz/Reisman Centre (SRC), overseeing a talented Finance team and playing a key role in guiding the organization's fiscal strategy, reporting, and long-term planning. In this role, you'll partner closely with the Chief Financial Officer (CFO), Senior Management Team, and Board to ensure sound financial decision-making across a current operating budget of upwards of \$35 million.

Key areas of responsibilities include:

Financial Management & Reporting

- Oversee day-to-day financial and business operations of the SRC and PJCC, including management of the Finance team
- Lead annual budgeting, long-term planning, reforecasting, and capital budgeting
- Deliver accurate monthly, quarterly, and annual financial reports in accordance with GAAP
- Provide financial insights to the CFO, Senior Management, and Board to support decision-making
- Manage cash flow, forecasting, and departmental/project-based accounting
- Reconcile sub-ledger accounts to the general ledger
- Monitor and report on organizational investments

Audit, Compliance & Systems

- Coordinate with independent auditors to complete the annual audit
- Ensure GAAP-compliant financial recordkeeping
- Develop and maintain internal controls and financial procedures, improving systems on an ongoing basis
- Oversee payroll, benefits, receivables, and payables
- Administer grants and reporting; support departments with financial data for grant applications

Strategic Advisory & External Relations

- Advise senior management and staff on departmental budget impacts
- Support the CFO on business matters as needed
- Maintain relationships with auditors, banks, insurers, investment partners, UJA, and lay leadership
- Represent SRC/PJCC on Board committees, including Finance, and other committees as assigned

Team Leadership & Organizational Engagement

- Manage Finance staff schedules, workflow, and leave planning
- Onboard, train, and mentor staff; support growth through the Talent Management process
- Ensure staff compliance with code of conduct, policies, and health and safety standards
- Participate in meetings, committees, and community events
- Foster a culture that enhances the Jewish journey of staff, members, and guests



What do you bring?

- Qualified Canadian C.A. degree or C.G.A. designation
- 5+ years managing finance staff and finance functions listed above.
- Experience in a not-for-profit organization an asset.
- Advanced proficiency in MS Office, including Word, Excel and PowerPoint; Database Management (e.g. MIP, CSI, Magento, Concur or similar),
- Experience with Payroll systems, and Fundraising Software (e.g. Blackbaud) an asset.
- Experience with grant administration and reporting an asset.
- Excellent oral and written English language skills and a customer service mindset.
- Exceptional organizational and time management skills.
- Ability to work autonomously with key attention to detail and adherence to deadlines and process, while holding yourself and others accountable.
- A commitment to the mission, vision and values of the JCC
- A passion and connection, knowledge and understanding of Jewish and Israeli culture.

Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more. We are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you!

Please submit your resume and cover letter to **Jeanette Hyde, VP HR** jeanette@srcentre.ca no later than September 18, 2026. **Please note that we will be conducting rolling interviews.** The JCC does not use Artificial Intelligence (AI) to screen, assess or select applicants.

We appreciate every application; however, only selected candidates will be contacted for an interview. If you require accommodations at any stage of the hiring process, let us know—we are committed to creating an accessible and inclusive workplace.