



Director of Finance

THE OPPORTUNITY

The Director of Finance is the Foundation's senior technical finance leader, reporting to the Chief Financial & Operating Officer (CFOO). This role is responsible for the full spectrum of day-to-day financial management — including financial reporting, fund accounting, endowment stewardship, budget preparation and monitoring, banking and cash management, pledge receivable management, CRA compliance, and external audit. This role will have accountability as the Foundation's primary finance liaison to North York General Hospital — overseeing the granting of funds, managing ongoing fund stewardship in partnership with hospital stakeholders, and ensuring that donor-designated funds reach their intended purpose in a timely manner. The Director of Finance leads a two-person team, with the Manager, Gift Administration & Operations and the Finance Coordinator reporting directly into this role.

As the Foundation continues to grow and advances its comprehensive fundraising campaign, this is an exceptional opportunity for a senior finance professional to shape the financial infrastructure and reporting capability of a mission-driven organization at a pivotal moment.

ABOUT US

North York General Foundation (NYGF) raises and stewards philanthropic support that enables North York General (NYG) to be Here for Life for its growing and diverse community. Exceptional care at every stage of life requires exceptional philanthropic support, and NYGF is proud to partner with donors who recognize the vital role NYG plays in caring for people through life's most defining moments.

NYG is entering one of the most ambitious and exciting periods in its history. Recognized by Newsweek as Canada's #1 community hospital for seven consecutive years, the hospital serves nearly 500,000 people in one of Toronto's fastest growing and most diverse regions. As the community ages, grows, and evolves, so too must NYG's care environments and models of service, making philanthropic investment more urgent than ever.



The Foundation supports both the hospital's most pressing priorities, including modernized facilities, leading-edge equipment, and innovative technology, as well as longer-term investments that will transform how care is delivered across the lifespan. These investments strengthen access, equity, and patient experience today, while creating models of care that can be scaled beyond our community.

Across seven sites, NYG delivers a full spectrum of acute, ambulatory, and long-term care services. The hospital is home to one of the busiest single-site birthing centres in Ontario, one of the largest family medicine departments in Canada, and one of Ontario's busiest Emergency Departments with among the shortest wait times. NYG is nationally recognized for its accredited breast cancer program, is building one of the largest long-term care centres in the province and is a leader in mental health care for youth, adults, and seniors across four sites.

KEY RESPONSIBILITIES

Financial Reporting & Accounting

- Lead end-to-end month-end and year-end close, including journal entries, reconciliations, accruals, and financial statement preparation
- Prepare timely and insightful financial reports for the CFOO, Board of Directors, Audit & Finance Committee, and hospital partners
- Oversee monthly investment return entries and reconciliation to portfolio statements
- Manage revenue reconciliation between Raiser's Edge (fundraising subledger) and Financial Edge NXT (general ledger)
- Maintain fixed asset continuity schedules, prepaid continuity, and balance sheet reconciliations

Budget Preparation & Monitoring

- Assist with the annual budget preparation cycle, including template development, cost centre coordination, data upload to Financial Edge NXT, and analytical commentary
- Monitor budget performance throughout the year, preparing variance analyses and providing proactive reporting to the CFOO and department managers
- Prepare board-ready financial packages and variance analyses for Audit & Finance Committee and Board of Directors meetings

Banking & Cash Management

- Administer the Foundation's bank accounts, including account maintenance, online banking access management, and signing authority records
 - Monitor cash flow on an ongoing basis and prepare cash flow projections to support operational and campaign planning
 - Ensure timely processing of all banking transactions and reconciliation of bank accounts as part of the monthly close process
 - Maintain relationships with the Foundation's banking partners and coordinate any changes to banking arrangements
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Fund Accounting & Endowment Stewardship

- Maintain and oversee fund-based accounting across restricted and unrestricted funds within Financial Edge NXT
 - Manage endowment fund accounting including principal tracking, unitized investment returns, and spend-rate calculations (3.5% annual disbursement).
 - Maintain detailed fund balance schedules and support grant-making processes in partnership with hospital stakeholders
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CRA Compliance & Regulatory Filings

- Prepare and file the annual CRA T3010 Registered Charity Information Return
 - Manage HST compliance including the biannual Ontario HST rebate filing for charitable organizations
 - Monitor and maintain compliance with CRA disbursement quota requirements and receipting policies
 - Liaise with CRA and professional advisors as required on regulatory matters
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Audit & External Reporting

- Lead the annual external audit — coordinating timelines, preparing audit packages, and serving as primary liaison with the auditing firm
- Prepare audited financial statements in accordance with ASNPO (Accounting Standards for Not-for-Profit Organizations)
- Prepare grant reports and donor financial reports as required

Hospital Relationship & Fund Granting

- Serve as the Foundation's primary finance liaison to North York General Hospital, building a trusted and collaborative relationship with hospital finance, operational, and program leads
- Partner with hospital department heads to review grant applications, assess fund availability, and facilitate timely and accurate fund disbursements in accordance with donor intent, fund restrictions, and Foundation policies
- Oversee ongoing fund management for all active hospital funds, including maintaining fund balance schedules, preparing regular reporting to hospital partners, and proactively resolving issues such as unspent balances or lapsing restrictions

QUALIFICATIONS & EXPERIENCE

Education & Designations

- Degree in Accounting, Finance, Business Administration, or a related field

Experience

- Minimum 7–10 years of progressive accounting and finance experience, with at least 3 years in a managerial role
- Demonstrated experience in the charitable/not-for-profit sector; healthcare foundation or hospital foundation experience strongly preferred
- Hands-on experience with fund-based accounting, restricted fund management, endowment stewardship, and pledge receivable management
- Experience with Financial Edge NXT or similar fund accounting ERP strongly preferred
- Familiarity with Raiser's Edge or equivalent donor management systems is an asset
- Proven track record managing CRA T3010 filings, HST rebate compliance, and banking/cash management for registered charities
- Experience leading or substantially contributing to external audit processes

Technical Skills

- Deep understanding of ASNPO and fund accounting principles
- Proficiency with financial reporting tools, Excel, and ERP systems
- Familiarity with Ontario charity regulations, CRA compliance, and disbursement quota requirements
- Knowledge of endowment accounting including unitization, corpus tracking, and community foundation structures

Leadership & Interpersonal Skills

- Strong communication skills with the ability to translate complex financial information for non-finance audiences
- High degree of professionalism, discretion, and integrity in handling sensitive financial and donor information
- Collaborative team leader with experience developing and mentoring finance staff
- Demonstrated experience directly supervising staff, with the ability to provide clear direction, ongoing feedback, and professional development support; experience managing a small team in a lean nonprofit environment is an asset
- Self-directed and comfortable operating in a lean team environment with a broad, evolving mandate

Salary Range: \$135,000 – 150,000

FOR MORE INFORMATION

All inquiries and applications will be held in strict confidence. Interested candidates should send their resume and letter of interest to foundationcareers@nygh.on.ca no later than June 23rd, 2026. Applications will be reviewed on a rolling basis.

Foundation staff enjoy the flexibility of a hybrid work model, with an expectation to be in the Foundation office located at 2 Buchan Court at least 2 days per week.

At NYGF, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live, including those with disabilities. NYGF is committed to providing accommodation in all parts of the hiring process. If you require accommodation, we will work with you to meet your needs.