

# ACTRA

**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 30,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

## **ACTRA National is seeking a full-time: Associate Director, Finance**

### **Position Scope:**

The Associate Director of Finance is pivotal in providing strategic financial leadership and oversight for the organization. Reporting directly to the Senior Director of Finance, Information Technology and Digital Solutions (ITDS) and ACTRA Performers' Rights Society (PRS), this position involves managing the finance department and collaborating closely with senior management to achieve the organization's financial goals and objectives. With responsibilities encompassing ensuring legal and regulatory compliance, contributing to strategic decision-making, and overseeing the development of the finance leadership team, the Associate Director plays a crucial role in guiding the organization's financial strategy and driving operational excellence. The role contributes significantly to the organization's financial health, growth, and long-term success through effective leadership, collaboration, and a commitment to continuous improvement.

### **Responsibilities:**

Duties include but are not limited to:

- Oversee and coordinate financial activities, including reporting, analysis, budgeting, forecasting, and compliance.
- Collaborate with the Senior Director Finance, ITDS & PRS to develop budgets for all operational aspects of the organization; manage project budgets, forecasts, and long-term financial strategic plans.
- Provide strategic financial guidance and recommendations to senior management by regularly reporting on the organization's ability to meet its strategic and operational objectives.
- Oversee preparation and analysis of financial statements, ensuring accuracy and compliance.
- Responsible for annual renewal of insurance policies for ACTRA National, ACTRA Branches and Performers' Rights Society to provide risk mitigation and adequate coverage in a cost-effective manner.
- Collect, analyze, and monitor financial performance, analyze variances, and support decision-making with providing insights to senior management.
- Prepare reports and evaluations for individual projects.

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- Ensure compliance with accounting standards, laws, and regulations and creating and enforcing business rules for all financial reporting.
- Responsible for ensuring compliance with CRA regulations including but not limited to administration of GST/HST, preparation of annual tax forms and administration of garnishees.
- Conduct comprehensive review of current practices to identify opportunities for process improvement and efficiency enhancement by developing accounting policies and procedures relevant to financial operations, budgeting, and forecasting.
- Lead initiatives to streamline financial processes and enhance controls including the development of a financial control framework.
- Assist with development and execution of all activities related to the strategic plan.
- Assess and manage financial risks and implementing mitigation strategies.
- Serve as a key liaison between finance and other departments.
- Communicate financial information effectively to non-financial stakeholders.
- Provide leadership, direction, oversight, and supervision to the finance team.
- Foster a collaborative and high-performing work environment fostering a positive and productive work culture which includes ensuring adherence to ACTRA's collective agreements and ACTRA staff policies.
- Promote professional growth and development among team members.
- Ensure effective communication and collaboration across departments.
- Participate in succession planning and mentorship initiatives.
- Manage and direct national membership services.
- Act as a liaison with AFBS including annual review of claims experience and premium costs.
- Prepare reports for ACTRA National Council and National Executive meetings.
- Facilitate and oversee annual audit conducted by external auditing firm.
- Maintain working knowledge of ACTRA Constitution, By-Laws, and collective agreements.
- Perform any other duties as assigned within the scope of the position.

## **Qualifications:**

- Bachelor's degree in Finance, Accounting, Business Administration, or related field required; Master's degree in Business Administration (MBA) or Finance preferred.
- Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), or equivalent certification required.
- 8 to 10 years of progressive experience in finance, accounting, or related fields, with a minimum of 5 years in a managerial or leadership role.
- Proven understanding and execution of strategic financial planning, budgeting, forecasting, financial analysis, risk management, and compliance within a complex organization.
- Strong understanding of accounting principles, financial regulations, internal controls, and compliance requirements.
- Excellent leadership, communication, interpersonal, and stakeholder engagement skills.

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- Proven track record of driving organizational change, fostering innovation, and implementing best practices in financial management.
- Experience in talent development and mentoring of finance professionals is highly beneficial.
- Experience working in a unionized environment and/or a large national nonprofit organization preferred.
- Detail-oriented with excellent multi-tasking skills.
- Ability to travel.

**NOTE: This is an in-office based position.**

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) quoting '2024-16 'Associate Director, Finance' in the email subject line.

*ACTRA is committed to employment and pay equity and we encourage applications from all equity deserving groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.*

Thank you for your interest in joining us. Only those selected for an interview will be contacted.