



# Opportunity Profile

**DIRECTOR OF FINANCE**  
**KNOX PRESBYTERIAN CHURCH**

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NELSON/KRAFT  
AND ASSOCIATES



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# DIRECTOR OF FINANCE



Knox Presbyterian Church is looking for an experienced, servant-hearted leader to join their team as Director of Finance. The Director of Finance is responsible for Knox's finance and accounting functions, and for supervising the Finance Manager. This includes support of the governance bodies and ministries of the church, and support of other areas such as property management, site renewal and IT. The Director of Finance will be a key member of the team working towards the ongoing renewal of Knox's site and facilities, will lead the upgrade of their accounting system and the development of their next 3 – 5 year financial framework, and will support new and ongoing ministry initiatives from a budget and finance perspective. If you have a strong focus and work ethic, are passionate about using your God-given skills in the areas of accounting and finance to advance God's Kingdom, and would like to explore your sense of calling to this role with Knox, we would love to hear from you.



## OUR STORY

Knox Church is an urban, evangelical and Reformed community with an emphasis on expository preaching, local and global missions, and intercessory prayer. Located conveniently next to the University of Toronto's downtown campus, Knox has a vision of "Following Jesus, Loving the City, Serving the World." The congregation is multicultural and multiethnic – drawing from across the Greater Toronto Area – and is a member of the Presbyterian Church in Canada.

Worship at Knox is rooted in the Reformed tradition while finding contemporary expressions, both musically and liturgically, fitting our unique context. We seek to engage and express the broad range of cultures, languages, generations and traditions represented in our congregation and local area. This deepens our discipleship and enlivens our witness, connecting us to the global and historic church, and testifying to the expansive, barrier-breaking family of God described in Scripture.





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# OUR VISION

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## FOLLOWING JESUS

Following Jesus. It's as simple as that. Knox's desire is to follow Jesus, as he is revealed to us in Scripture, in God's story of his love for broken humanity.

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## LOVING THE CITY

We follow Jesus by obeying his commands. He calls us to love our neighbour, and for Knox that means the city of Toronto.

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## SERVING THE WORLD

We believe God is at work in the world. His heart is for all people to know him and for his world to be transformed by his love. We believe Knox is a part of this work.

# KEY RESPONSIBILITIES

## Financial reporting and planning

- Oversee the monthly and annual production of financial statements and reports as required for internal and external purposes.
- Lead the annual audit of the financial statements by external auditors and obtain leadership and congregation approval for the financial statements.
- Drive the annual budget development process including obtaining approval of the church's budget by the leadership of the church and by the congregation.
- Support ministry team leaders throughout the year as it relates to budget and financial matters, including ongoing monitoring of the budget.
- Lead the development of multi-year financial forecasts to support longer-term strategic planning initiatives of the church.





## Accounting, compliance, payroll and investment management

- Oversee day-to-day accounting operations including ensuring sufficient cash on hand to meet obligations.
- Ensure accounting policies, procedures and reporting conform with Canadian accounting standards for not-for-profit organizations, CRA guidelines for charities and all other applicable regulations.
- Continually review internal controls and financial systems to ensure that controls are in place and effective, and lead the church in responding to identified financial risks.
- Ensure financial, tax and other key regulatory filings are prepared, reviewed and accurate before submission to relevant authorities, and ensure that Knox is in compliance with CRA and other regulatory requirements.
- Perform or supervise accurate and timely bi-weekly payroll runs and administration of employee benefits; engage with the Director of HR on benefit programs and structures.
- Support the Trustees in the management of investments in line with approved policies, including evolving investment policies and practices as required.



## Team leadership

- Provide visionary, strategic and hands-on leadership for Knox's Finance Team.
- Envision and implement processes and policies to improve Knox's financial accounting systems.
- Through regular attendance at Trustees monthly meetings and other leadership body meetings as required, cultivate a sense of gratitude, collaboration and unity on financial matters and decisions.

## Other

- Participate in and conduct regular supervisor check-ins, and participate in all-staff meetings.
- Become involved in the life of the church (encouraged).

Please be advised that in order to be eligible for employment at Knox, all new hires must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series), and have received the final dose of the COVID-19 vaccine at least 14 days prior to the start of employment. Medical exemptions or any other kind of requested exemption based upon the Church's obligation pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.



# QUALIFICATIONS

## Characteristics

- A Christian with the servant heart of Jesus.
- A proven and experienced leader who values team building, and is able to work independently and take initiative.
- A natural problem solver who thrives on getting the job done, with a focus on continuous improvement.
- Aspire for excellence in your work.
- Reliable, flexible, patient and adaptable in the face of changing demands.
- Full of honesty, integrity and authenticity.
- Able to interpret and apply an understanding of key financial indicators to guide strategy and decision-making.
- Resilient and able to rebound from setbacks and adversity when facing difficult situations.
- Able to maneuver comfortably through policy, process and decision-making bodies.
- A love for challenges and learning new skills.

## Education and experience

- Professional accounting designation such as a CPA, CMA or CGA.
- Bachelor's degree in accounting, finance or relevant field.
- Minimum five years of senior financial management experience, preferably in a charity or not-for-profit environment.



# QUALIFICATIONS CONT.

- Extensive knowledge of and experience preparing financial reports based on fund accounting principles.
- Sound judgment within a broad spectrum of finance, accounting, governance and other operational issues.
- Experience working with boards and volunteers.
- Good working knowledge of relevant IT systems that support finance, accounting, payroll and related functional areas.
- Demonstrated ability to lead and support continuous improvement.

## **Knowledge, skills and abilities**

- A team player who values learning and working in community.
- Excellent communication and interpersonal skills, and able to communicate the broader story underlying the financial data.
- Able to listen well and talk through accounting realities with colleagues.
- Excellent time management skills with the ability to prioritize tasks and meet critical deadlines.
- An analytical mind with good organization and presentation skills.
- Strong leadership skills with a willingness to work alongside finance team members, especially in time-sensitive activities.
- Exceptional with handling confidential information and sensitive financial details.

# SEARCH PROCESS

## OUR SEARCH TEAM



[keith@nelsonandkraft.com](mailto:keith@nelsonandkraft.com)  
519.831.5765

### KEITH KNIGHT

#### LEADING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders.

He served as director of communications with the Christian Reformed Church in North America, then director of communications with The Presbyterian Church in Canada. He served on the global board of the World Association for Christian Communication and as president of the Institute for Faith, Culture and Technology.

He has served in leadership roles throughout his life, both within his church community and the broader provincial, national and international communities. He thrives on relationship-building and discovering organizational and individual needs. Keith says that his passion is "people and helping them flourish."



# SEARCH PROCESS

## OUR SEARCH TEAM CONT.



[jeff@nelsonandkraft.com](mailto:jeff@nelsonandkraft.com)  
647.409.2922

### **JEFF PITCHFORD**

SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



[mark@nelsonandkraft.com](mailto:mark@nelsonandkraft.com)  
778.982.4427

### **MARK KRAFT**

SUPPORTING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Location:** Toronto, ON

**Application Deadline:** June 30, 2022

**Short List Interviews:** July 2022

**Hire Date:** July/August 2022

**Start Date:** September/October 2022

## HOW TO APPLY

**Please forward a PDF of your resume and cover letter to [info@nelsonandkraft.com](mailto:info@nelsonandkraft.com).**

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.