

# Bayview Glen

Whole Child Purposeful Life Better World

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

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We're looking for a **Director of Finance** to join our team for a full-time one year contract, starting in January, 2026. Reporting to the Chief Operating Officer (COO), you'll manage 4 direct reports and be responsible for the effective oversight and management of all accounting functions for the School, leading the budgeting process, preparing all regular and ad hoc financial reports, and preparing the school's financial statements and returns.

We value inclusivity, fairness, and equal opportunity, ensuring every voice is heard. Integrity is our foundation, and we believe in transparent, respectful interactions. Adaptability and innovation are key as we embrace change and creative thinking to enhance our programme. If you're ready to inspire, learn and innovate, we invite you to apply and be a part of our dynamic educational community!

## ***What You'll Be Doing:***

- Managing the budgeting and forecasting processes, in consultation with leadership and faculty, to ensure department and overall operating and capital budgets are within approved levels.
- Preparing budget variance analysis and presenting any large variances to the Finance Committee of the board.
- Coordinating Finance Committee meetings and taking a lead role in preparing the finance presentation to the Board.
- Managing the annual audit process and preparing all necessary related documentation.
- Overseeing cash flow and treasury function and specifically managing the operating line with the intent of minimizing interest costs.
- Developing and maintaining financial accounting systems for cash management, accounts payable, accounts receivable, credit card control and petty cash in accordance with not-for-profit accounting standards.
- Identifying and mitigating financial risks by developing, implementing and documenting business processes and accounting policies to maintain and strengthen internal controls.
- Contributing to the risk management process and coordinating annual insurance coverage.
- Managing the accounting functions for the School, including overseeing the monthly payroll and associated remittances, benefits, OTPP pension, and RRSP contributions.
- Overseeing the student billing/accounts receivable and accounts payable functions, managing and overseeing the general ledger, bank reconciliations, journal entries and reconciliations.
- Collaborating with Human Resources to manage compensation, benefits, and pension plans effectively, providing financial oversight, modelling and administration with benefit and pension providers.
- Preparing financial forecasts to support strategic decision-making.

***What You'll Need:***

- University degree in Business with an Accounting or Finance specialization.
- CPA accounting designation combined with a minimum of 7 years of progressive work experience within the accounting and finance field.
- Demonstrated knowledge and expertise of accounting principles and procedures, payroll practices and internal control procedures.
- Strong analytical and financial modelling abilities.
- Ability to collaborate with and understand the specific needs and issues of individual departments and recommend appropriate accounting treatments.
- Excellent interpersonal, communication and leadership skills.
- High ethical standards and integrity.
- Collaborative and able to communicate financial information effectively to non-financial stakeholders.
- Ability to foster an environment and culture which promotes respect, responsibility, trust, inclusivity and belonging.
- Proficiency in financial reporting software and MS Office with advanced skills in MS Excel.

***Who You Are:***

- Motivated self-starter, energetic with a positive attitude and a keen attention to detail

***Here's What We Offer:***

- A competitive salary
- A generous group benefit and RRSP plan
- A collegial work environment where employees have fun together
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow
- Professional development opportunities
- Onsite fitness facilities
- Lunches and parking provided
- Summer Hours

We invite all qualified candidates to submit a cover letter and resume (***combined into one document***) to [hr@bayviewglen.ca](mailto:hr@bayviewglen.ca) by no later than **November 28, 2025**. Please indicate the name of the position you are applying for in the subject line.

At Bayview Glen we are committed to fostering an inclusive, accessible environment, where all members of our school community feel valued, respected, and supported. We encourage qualified applications from the diverse communities in which we live and serve and who may contribute to the further diversification of perspectives and ideas. We will accommodate needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact our Human Resources Department for assistance if required.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted.

Explore more about Bayview Glen School, including our new ***2024-2029 Strategic Plan: BE BOLD***, by visiting our website at [www.bayviewglen.ca](http://www.bayviewglen.ca).