



## Financial Manager/Controller

Digital Main Street is a program developed in partnership by the City of Toronto and the Toronto Association of Business Improvement Areas (TABIA). Digital Main Street supports the growth of main street businesses by making the adoption of digital tools and technologies easy. The program is built around an online learning platform, structured training programs and the Digital Service Squad, a team of street-level team members who help main street businesses grow their operations through technology. Digital Main Street has been profiled in the media recently by The Globe and Mail, the Toronto Star, BetaKit, Retail Insider, Profit Guide and Notable.

We are currently seeking a Financial Manager/Controller to aid in the delivery of Digital Main Street. This is an exciting opportunity to become part of a program that assists small businesses with digital adoption and partners youth with entrepreneurs to grow business online. Reporting to the Executive Director, this is responsible for coordinating and leading all program financials, reporting, and more. This is a unique and exciting opportunity to join one of Canada's most innovative economic development programs supporting small businesses with digital adoption.

The Financial Manager/Controller plays a critical role in supporting the growth of Digital Main Street as a program and brand.

## Responsibilities

The Financial Manager/Controller is a one-year contract, with a strong possibility of extension, and will be responsible for:

- Reporting to the Executive Director, the top priority and responsibility of this role is to ensure the integrity, accuracy, and timeliness of the key financial information. This will be achieved primarily through:
- Working with the leadership team and others to ensure adherence at all times to accounting policies and procedures in accordance with applicable accounting standards;
- Preparing regular progress reports and collaborating with leadership on how to achieve the program's intended outcome(s) in a cost-efficient manner
- Analyzing financial information and preparing internal financial reports;
- Ability to understand complex agreements and devising schedules accordingly
- Working collaboratively with Leadership in establishing budgets and forecasts

## Qualifications

Digital Main Street is currently seeking qualified applicants that can demonstrate the following:

- Bachelor's Degree or Diploma in business, accounting, or related work experience;
- Accounting designation or desire to pursue a designation is an asset.
- 3-5 years of accounting / finance experience;
- Excellent planning and organizational skills;
- Ability to accurately review and complete detail-oriented information;



- Proven ability to work in a team environment with effective communication skills;
- Advanced knowledge and understanding of Microsoft office tools (Excel, Word);
- Working knowledge of Sage accounting software is an asset;

The Financial Manager/Controller will report to the Executive Director. This is a one-year part-time contract. Pending satisfactory performance, there is the opportunity to renew this contract.

### What we can offer you:

- Competitive remuneration in-line with industry standards
- Shape the Community: Be a part of a young, talented, driven, and fun team working hard to make a difference within the small business community.

Digital Main Street is an inclusive employer. We encourage applications from all qualified candidates and will accommodate applicants' needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process. We thank all applicants in advance for their interest; however, only qualified candidates will be contacted for an interview.

Please email [careers@digitalmainstreet.ca](mailto:careers@digitalmainstreet.ca) with your resume and cover letter and include Financial Manager in the subject line.