

Finance Manager

Royal Agricultural Winter Fair

Toronto, ON (Hybrid)

Salary: \$80,000

Full-Time, Permanent

Join Canada's Largest Indoor Agricultural and Equestrian Event

The Royal Agricultural Winter Fair is the world's largest combined indoor agricultural and international equestrian event. For more than 100 years, The Royal has celebrated Canadian agriculture, food, education, and sport while connecting rural and urban communities through world-class programming and experiences.

Held annually at Exhibition Place in Toronto, The Royal attracts more than 200,000 visitors, showcases 5,000+ animals, hosts over 200 competitions, and delivers educational programming to thousands of students each year.

As a non-profit organization with charitable status, The Royal relies on a dedicated team committed to operational excellence and responsible financial stewardship.

The Opportunity

Reporting to the Director of Finance, the Finance Manager plays a key role in the day-to-day financial operations of the organization. This position is responsible for maintaining financial records, supporting reporting and compliance requirements, managing cash flow processes, assisting with budgeting and audit activities, and providing financial support to department leaders across the organization.

This is an excellent opportunity for a hands-on finance professional who enjoys balancing accounting, financial administration, operational support, and continuous process improvement.

Key Responsibilities

Financial Operations & Reporting

- Maintain the general ledger and prepare journal entries, account reconciliations, and bank reconciliations.

- Ensure accounts payable and accounts receivable transactions are processed accurately and on a timely basis.
- Prepare financial reports, analyses, and other ad hoc reporting to support organizational decision-making.
- Monitor investment and endowment activity and prepare related reconciliations and reporting.

Budgeting & Business Support

- Support department managers with operational and financial reporting needs.
- Assist with budget monitoring and variance analysis.
- Provide guidance to non-financial managers regarding financial controls, compliance requirements, and budget management best practices.
- Identify opportunities to improve financial processes and operational efficiencies.

Year-End & Audit Support

- Coordinate year-end financial activities and support the preparation of audit working papers.
- Assist with external audit planning and execution.
- Prepare detailed revenue and expense analyses, including variance reporting against budget and prior-year results.

Cash Management

- Oversee cash management activities during The Royal Fair, including daily cash reconciliation and deposits.
- Manage cash distribution and reconciliation processes across multiple sales locations.
- Coordinate the timely issuance of prize payments for agricultural and equestrian competitions.

Administrative & Systems Support

- Support payroll administration and employee onboarding/offboarding processes.
- Coordinate IT-related requirements and act as a liaison with external IT service providers.
- Assist with organizational administration and special projects as required.

To Join Our Team

- Bachelor's degree in business administration, commerce, accounting, finance, or a related field.
- Having a designation in CPA, CFA, or MBA is an asset.
- 3+ years of accounting, finance, or financial operations experience.
- Strong understanding of accounting principles and financial processes.
- Advanced proficiency with Microsoft Excel and Microsoft Office applications.
- Excellent analytical, organizational, and problem-solving skills.
- Strong attention to detail and ability to manage multiple priorities.
- Effective verbal and written communication skills.
- Ability to work independently while contributing as part of a collaborative team.

Preferred

- Experience supporting audits and year-end financial reporting.
- Experience working within a non-profit or event-based organization.
- Working knowledge of payroll administration and financial controls.

Work Arrangement

This is a hybrid position based in Toronto. In-office requirements fluctuate throughout the year and increase during preparation for and operation of The Royal Agricultural Winter Fair.

How to Apply

Please submit your resume and cover letter to:

Justin Oliveira

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