The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position:

Job Title: Financial Specialist

Company Name: Institute of Corporate Directors (ICD)
Location: Downtown Toronto, ON, (Hybrid)

Employment Type: Fulltime, Contract (6 months)

Hiring Target Range: $65,000 to $75,000

Posting Date: September 22, 2026

Application Deadline: October 6, 2026

The Institute of Corporate Directors ("the ICD") is seeking a Financial Specialist that will be responsible for certain accounting and financial reporting functions for both ICD and the Canadian Foundation for Governance Research (CFGR), tax filings and related compliance, payroll, and accounts payable.

THE ICD

The Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across Corporate, Crown, Not-for-profit sectors and Credit Union sectors. The ICD is Canada's largest director community, with over 18,000 members and a network of 11 Chapters across the country.

Members of ICD gain insight and foresight on critical issues facing board directors and benefit from best-in-class governance education, including ICD's partnership with the Rotman School of Management, in delivering the Director Education Program (DEP). The ICD grants the ICD.D designation to eligible directors, which represents a commitment to leadership excellence in the boardroom. Annually, the ICD awards the F.ICD designation to leaders for their exceptional contribution to Canadian Corporate governance.

THE ROLE

The Financial Specialist reports to the Director of Finance but works interactively with the Chief Administrator Officer, VP's, Directors and all ICD staff concerning variance analysis, payable, invoices and the related approvals. Externally, the Financial Specialist is in direct contact with the ICD Chapter Admins (Chapter Chairs and or Treasurers to maintain chapter expanses and financial statements), auditors, investment manager (Fiera Capital), banking contact and vendors concerning invoice payment and credit applications.

ROLE ACCOUNTABILITIES

Financial Accounting & Reporting

- Prepare monthly, quarterly, and annual journal entries and account reconciliations in accordance with GAAP.
- Conduct quarter-end reviews, financial analysis, and provide recommendations to the Director of Finance.
- Maintain organized and accurate accounting records to ensure timely financial close.
- Lead ICD/CFGR accounts payable processing, including invoice review, coding, GST/HST calculations, vendor setup, payment processing, and managing the AP inbox.
- Prepare quarterly financial statements for 10 Chapters.
- Complete year-end activities including accruals, schedules, and auditor requests.
- Reconcile key general ledger accounts (payables, liabilities, capital assets, investments, and select revenue/expense accounts).
- Prepare credit card and PayPal reconciliations.
- Support preparation of quarterly and annual financial statements.
- Monitor investment performance, identify issues or risks, and prepare quarterly written commentary.
- Oversee fiduciary responsibilities for ICD's RRSP plan.

Financial Planning & Analysis

- Assist in preparing the annual budget and financial forecasts.
- Support the development of quarterly variance reporting, including analysis against budget, forecast, and prior year results.

Financial Systems & Controls

- Recommend and implement process improvements to enhance efficiency and accuracy.
- Ensure compliance with financial system controls, including data integrity and user access.

Cash Management

- Monitor cash flow requirements and proactively flag potential issues to the Director of Finance.

Payroll Administration

- Serve as ADP system owner and process semi-monthly payroll.
- Manage payroll updates including employee changes, adjustments, bonuses, pension and taxable benefit entries, and garnishments.
- Prepare payroll reconciliations, T4s, ROEs, and audit support documentation, ensuring accuracy and completeness.

Tax Filing & Compliance

- Prepare and file all required tax submissions, including:
    - Monthly GST/HST
    - Quarterly QST
    - Semi-Annual CFGR GST/HST rebate
    - Annual EHT reconciliation
    - GST/HST reconciliations and audit documentation

QUALIFICATIONS

- Undergraduate degree in Accounting/Finance required. Pursuing CPA designation preferred
- 3-5 years work experience in Finance/Accounting
- Excellent written and verbal communication skills
- Excellent time management/organization skills
- Experience with Microsoft Dynamics, ADP, Quickbooks and Investment Management preferred.

Opportunity: This is a current existing position
AI Disclosure: ICD does not use AI in any part of screening and/or recruiting of candidates

To apply, please send a resume and a cover letter outlining your relevant experiences to humanresources@icd.ca.

The ICD is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued and supported. All qualified individuals may apply online. If you require disability-related accommodation to participate, please note this in your application.

Thank you for your interest, but only those selected for an interview will be contacted.

Please note that ICD presently works on a hybrid model. As such, candidates will be asked to indicate their availability to work in the ICD downtown Toronto office.