

POSITION VACANCY

JOB TITLE: Controller (Designated CPA) - New Position
STATUS: Regular Full Time
CLASSIFICATION: Non-Contract
WORK AREA: Menno Place - Finance
HOURS OF WORK: 0800 - 1600 Monday to Friday
DAYS OFF: Saturday, Sunday & Stat Holidays as per schedule.
SALARY RANGE: \$43.00 to \$48.00 per hour,
dependant upon experience
EFFECTIVE DATE: As soon as practicable

**SUMMARY OF JOB
DESCRIPTION:**

- The Controller will provide leadership and expertise to the finance team. Primarily responsible for planning, directing and coordinating all operational accounting functions. This includes accumulating and consolidating financial data for preparation of financial reports and supporting documentation according to monthly and yearly schedules. As a system administrator for the GoldCare ERP system, the Controller will assist with maintenance and updating of the system. Other duties include preparation of annual budget and preparation for the annual year-end audit. This position is essential for maintaining the financial integrity of our organization and ensuring compliance with all regulatory requirements. The Controller will play a vital role in financial planning, reporting, and management, contributing to the charity's mission of delivering quality healthcare services to our community.

**REQUIRED
QUALIFICATIONS:**

- Post-Secondary Degree in Business Administration, Accounting or Finance
- Canadian CPA designation (or nearing completion).
- 5+ years of experience in applicable financial management.
- Strong working knowledge of accounting principles, practices and applications
- Experience and knowledge in managing accounting, reporting systems and internal controls, and audits performed by external audit firms
- Financial analysis, budgeting, and strong working knowledge of CRA's requirements for not-for-profits and excise tax are required
- Advanced proficiency with Microsoft Office applications – Excel and Word
- Previous experience in a finance role, preferably within a not-for-profit or healthcare setting, is an asset but not required.
- Previous experience working within a financial business partner model would be considered an asset.

SKILLS & ABILITIES:

- Oversee the preparation and management of monthly financial statements, budgets, and forecasts.
- Ensure compliance with all applicable accounting standards and regulations specific to not-for-profit organizations.
- Coordinates accounts payable and receivable, ensuring timely and accurate processing.
- Conduct regular review of financial processes and internal control systems to maintain transparency and accountability, offering recommendations for improvement and implementing new processes
- Responsible for the contract management process for the society.
- Assist in preparing annual reports and presentations for the Board of Directors.
- Collaborate with department heads to develop, monitor, and advise on program budgets.
- Support the preparation of grant applications and financial reports to funding agencies.
- Oversee payroll processes, ensuring accuracy and compliance with tax regulations.
- Monitor cash flow and manage banking relationships.
- Provide guidance on financial matters to management and executive.
- Providing leadership and expertise to the finance team.
- Managing the accumulation and consolidation of all financial data for accurate accounting of all Menno's operating divisions.
- Maintain and improve effective internal control structures to ensure reliability of financial reporting.
- Review and approval of month end and year end journal entries
- Preparation of year end working paper file for audit.
- Liaison with auditors during yearend audit fieldwork, assist with preparation of year end audited financial statements and tax filings.

**SUBMIT APPLICATION TO HUMAN RESOURCES NO LATER THAN: 1530 hours, December 24,
2024**

*** APPLICATIONS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE CONSIDERED**

DATE POSTED: December 17, 2024

Successful Applicant: