

## **JOB DESCRIPTION – APPENDIX “A”**

### **Financial Controller**

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The financial controller is responsible for the day to day financial operations of the organization and works to ensure that financial policies and procedures are followed and delivered in an ethical way and in accordance with Generally Accepted Accounting Principles.

The Financial Controller reports directly to the Executive Director.

### **Primary Duties & Responsibilities**

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- Facilitates management decision-making by gathering financial information and preparing required internal reports
- Keeps management and funders informed by regular reporting
- Enables service quality and collaborative work relationships by acting as a resource person in area of expertise
- Develops and maintains timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles and procedures
- Develops, implements and ensures compliance with internal financial and accounting policies and procedures
- Prepares all supporting information for the annual audit and liaise with the external auditors as necessary
- Prepares and submits invoices for program and project periodic claims
- Reconciles bank and investment accounts
- Reviews monthly information on budgets and expenditures and records monthly variance reporting and makes Executive Director aware of any significant variances or potential budgetary concerns.
- Oversees for complete, accurate, and timely administration of all bookkeeping/banking functions, including supporting information and transaction accounts
- Prepares and issues T4s and ROE's
- Ensures that all financial reporting and monitoring obligations are met in relation to submissions for funding for grants, contracts and any other initiatives
- Reconciles costs and administration of employee benefits program (insurance/RRSP plans)
- Works with Executive Director to aid in monitoring and planning around budget requirements and contracted financial obligations
- Develops and monitors tracking and reconciliation procedures for grant contributions, special projects and other funds
- Establishes and maintains guidelines for budget and forecast preparation
- Assists with the presentation of financial information as required at Board and Annual General Meetings
- Develops and monitors finance related risk management policies and procedures to ensure that risks are minimized
- Calculates employee deductions and Canada Revenue Agency remittances (MERC)
- Processes payroll, including employee pay cheques or direct deposit to ensure that employees are paid in a timely manner
- Processes and submits statutory and benefit remittances
  - Works with vendors/suppliers on any inquiries/problems etc
  - Prepares cheques for out of pocket expenses, invoices, travel expense vouchers, etc.
- Enters all transactions in Sage50

- Arranges for signing authority to sign cheques in a timely manner
- Prepares all bank deposits and makes deposits as required
- Prepares for financial audits and monitors with funders
- Files worker compensation and other related paperwork
- Completes GST rebates from Canada Revenue Agency
- Maintain capital inventory lists and tracking
- Some administrative duties such as answering the phones, taking messages as required
- Prepares Volunteer Income Tax for the organization
- Contact Insurance provider to add/remove locations and staff from insurance coverage
- Oversee Cleaning Services personnel and contacting services for Maintenance needs
- All other duties as assigned by the Executive Director

## **Qualifications**

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- Advanced knowledge and education in Accounting and Business (designation preferred); a combination of relevant education and/or experience may be considered
- Possess thorough accounting knowledge, general ledger functions, project cost accounting and data entry controls, month-end/year-end close process
- Experience establishing budgets, forecasts preparation, and the development of internal control policies and procedures
- Familiarity with Sage 50 is considered an asset
- General knowledge of OH&S regulations and health & safety policies
- Advanced computer and software user (especially excel)
- Critical thinking, presentation, and teamwork skills
- Ability to solve problems and prepare and explain financial reports to Operational Managers
- Accuracy and attention to detail
- Ability to work on multiple client profiles, see the big picture and know what information managers need
- Knowledge and experience working in the non-profit sector
- Excellent written and oral communication skills

## **Work Conditions**

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- Full-time – 37.5 hours/wk.
- Regular work schedule Monday-Friday 8:00AM-4:30PM

