

Job Title: Financial Controller

Location: Ottawa, Ontario, Canada

Reports To: Executive Director

Job Status: Full Time Permanent

Starting Rate of Pay: Between \$65,000 and \$70,000 per year

We are currently receiving applications for a Full Time Permanent Financial Controller position here at Rideauwood.

RESPONSIBILITIES

Financial Management/Oversight

- Coordinates and directs the financial planning, budgeting, procurement, or investment activities of Rideauwood;
- Allocates staff and resources, as necessary, for the completion of required financial reports;
- Manages organizational cash flow and forecasting;
- Liaises with external auditors and the finance committee on the annual audit process and implement any changes necessary; and,
- Ensures that integrity of the finance systems are maintained in order to ensure accurate data and reporting.

Reports and Audit Statements

- Oversees and manages the creation and submission of financial-based reports for various stakeholders, inclusive of, but not limited to: Financial statements, business activity reports, financial position forecasts, quarterly and annual budgets, and reports required by various agencies and funders;
- Responsible for producing monthly financial reports and managing processes around that report creation.

Internal Controls and Policies

- Develops Internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting;
- Ensures that internal controls, financial policies, and procedures are maintained, and well documented.

Risk Management

- Responsible for the leadership, innovation, governance, and management necessary to identify, evaluate, mitigate, and monitor operational and strategic risks;
- Develop Risk Management Strategies tools, practices, and policies to analyze and report risks, and to manage risks according to a risk management framework;
- Ensure risk management policies and strategies are in compliance with applicable laws and regulations;
- Ensures appropriate insurance coverage for all aspects of Rideauwood's activities and properties.

Leadership and Teamwork

- Works as a member of the Management Team at Rideauwood, participating in management meetings and liaising with other managers, as necessary;
- Works as the lead of a small Finance Team at Rideauwood, providing guidance and mentorship to junior staff as necessary.

Payroll

- Works closely with the Human Resources Manager at Rideauwood to ensure the accuracy and completeness of the bi-weekly Payroll process; and,
- Other duties, as required.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

- Minimum of a Bachelor's degree in Accounting or Business Administration, or, some other related field;
- Currently possesses a professional accounting designation (CPA);
- Minimum of five years of experience in Accounting, preferably with at least two (2) years in a Controller position;
- Previous experience in a not-for-profit organization is preferable;
- Previous experience in writing and submitting Government funding reports is an asset;
- Demonstrated knowledge of Canadian accounting standards for not-for-profit organizations;
- Demonstrated ability to work independently in a self-directed manner;
- Ability to pay close attention to detail, and spot inconsistencies and discrepancies in work;
- Great teamwork skills and the ability to build strong and effective working relationships with others;
- Excellent organizational, interpersonal and written communication skills and the ability to work effectively in a fast-paced environment;
- Experience with exercising independent judgment and initiative, setting priorities and managing time effectively;
- A fast learner, with the willingness and ability to undertake training and self-directed learning needed in order to fulfill the changing requirements of the job;
- Ability to maintain a high level of confidentiality of sensitive information;
- Stamina to deal with the pressures of working within a busy work environment, be organized and flexible and be able to make decisions quickly;
- Knowledge and experience with Sage 300 is absolutely essential;
- Knowledge and experience with Ceridian DayForce is highly desirable;
- Expert knowledge and experience with MS Excel is desirable;
- Solid all-round IT technical knowledge and computer literacy skills, including knowledge of computer networking systems, and familiarity with the Microsoft Office suite of tools, hardware, and software; and,
- Strong communication skills and the capability of alter communication style to diverse audiences.

If you are interested in this position, please submit a current resume and letter of interest to John Lymer at jlymer@rideauwood.org

Deadline for Applications: November 15th, 2019