

Controller

Controller Job Responsibilities:

- Ensures accuracy of financial reporting by establishing financial policies, procedures, controls, and reporting systems.
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Safeguards assets by establishing, monitoring, and enforcing internal controls.
- Monitors financial condition by conducting reviews of the GL and sub ledger and creating quarterly financial reports
- Coordinates tasks and delivers information to external auditors during annual audit.
- Manages cashflow and makes recommendations for cash management
- Prepares budgets by creating accounting schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by monitoring expenditures; analyzing variances; initiating corrective actions on a quarterly basis or ad hoc basis
- Provides status of financial condition by collecting, interpreting, and reporting financial data, including preparation of quarterly reports for the Finance Committee and Audit Committee.
- Prepares special reports such as trend analysis as needed.
- Complies with federal, state, and local legal requirements by analyzing existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions.
- Protects operations by keeping financial information and plans confidential.
- Ad hoc projects as required

Qualifications / Skills:

- Experience with compilation engagements in a non profit environment
- Financial software
- Developing standards
- Auditing, accounting, and corporate finance
- Tracking budget expenses
- Financial skills
- Analyzing information
- Developing budgets
- Ability to meet deadlines and work in a changing environment



- Comfortable working remotely
- Experience with sales tax filings (GST, PST etc)
- Experience accounting for government grants
- Experience handling financial information of a social enterprise

Education, Experience, and Licensing Requirements:

- Accounting designation (CPA or legacy CA, CMA, CGA)
- Minimum 5-10 years' experience in accounting/finance
- ASNPO experience a must
- Complete and expert understanding of all accounting principles and standards for charitable organizations in Canada.
- Experience with financial reporting requirements for a charity, society or non profit

Conditions of Employment

- This is a part time contract position of 10-20 hours per quarter.
- The incumbent will work remotely from their home office.

Please submit your resume to info@caeh.ca by June 26, 2020