

INTERNAL & EXTERNAL JOB POSTING

Controller

ISANS is seeking a full-time **Controller** to lead, manage and monitor the day-to-day accounting function for ISANS to ensure all accounting principles, practices and procedures align with legislated requirements and best practices for risk management. Actively lead the accounting team as well as manage organization overall administrative budgeting, financial reports, and cash flow. Work in concert with Manager, Contracts & Funder Relations to ensure accounting practices align with GAAP and funder requirements. Reporting to the Chief Financial Officer (CFO), this position will be responsible for:

Financial Planning and Analysis

- Responsible for the development, controlling and reporting of financial budgets/ forecasts including ISANS overall budget/forecast, and operational budgets/forecast, ensuring alignment with both internal and external financial fiscal requirements
- Analyze financial statements versus budget periodically. Prepare variance analysis and provide CFO and directors with timely, accurate information and propose appropriate corrective actions where required. Work in concert with CFO and Manager, Contracts & Funder Relations to determine budget adjustments
- Prepare rolling 13-week cash-flow forecasts and work towards aligning actual cash-flows with forecast
- Assists the CFO with the development and execution of annual budget and business planning process within ISANS, this process includes a fulsome engagement with ISANS leadership to assess and determine program business requirements.
- Assists the CFO with the development of the budget & business plan presentation for recommendation to the board; and works with CFO and ISANS management to implement the approved business plan and budget.

Accounting and Reporting Management

- Oversee the organization accounting operations, and lead the accounting team to ensure the timely, accurate and reliable accounting records
- Responsible for periodic book closure and submission of the completed financial reports and forecasts-monthly, quarterly, interim, and final
- Prepare bi-monthly Financial Updates Report for the Board of Directors
- Respond to financial related queries internally and externally
- Implement and update/enhance organization accounting and financial policy and procedures
- Responsible for periodic GL and Bank reconciliations
- Lead internal and external audit to satisfactory completion
- Review existing Procure-to-Pay process and enhance the same with a view to improve ISANS internal controls and commercial terms
- Maintain and file office leases, capital asset list
- Conduct and submit the semi-annually HST return
- Conduct and submit the annually Registered Charity Information Return
- Conduct and submit the annually renewal of Joint Stock Registration
- Obtain sufficient knowledge of ACCPAC system, and continuity review and make recommendations on accounting program upgrading
- Prepare annual financial statements for audit purposes, and assist in all funder financial monitoring as required with the CFO and Manager, Contract & Funder relations
- Responsibility for adherence to all federal and provincial regulations and standards with respect to ISANS accounting records, i.e. WCB, CRA, etc.

Accounting Team Management

- Hire, onboard, supervise, train, mentor, coach, support, and develop the Finance team, including setting of annual performance targets and review of accounting colleagues' performance

- Monitor, evaluate and provide recommendations regarding resource needs
- Identify and coordinate professional development opportunities for team
- Establish procedures and processes to meet the objectives of the team services
- Keep up to date on accounting practices, taxation and other related knowledge, sharing knowledge with team members.
- Monitor team expenses within agreed budget

General responsibilities

- Design, develop, implement and evaluate processes, policies and procedures
- Actively engage as a member of the ISANS Leadership Team, including ISANS strategic planning and implementation of accounting team strategic plan
- Represent ISANS externally at events and through strategic partnerships
- Provide information as required for internal/external reports and proposals
- Review, adhere to, and manage others within ISANS workplace policies and procedures
- Participate fully in regular staff meetings, team meetings, training and development and ISANS events
- Complete proposals, grants, reports and any other documentation required
- Perform other duties as required

The ideal candidate for this position will have the following:

Education

- Bachelor's degree in accounting required
- CPA designation in good standing required

Experience

- 5+ years of progressive financial, accounting and management responsibilities
- Working in a cross-cultural environment, ideally in the not-for-profit sector
- Developing, implementing, and evaluating financial and accounting processes and systems

Knowledge

- Working knowledge of accounting and, especially ACCPAC or other Not-for-profit accounting systems with project management experience
- Generally accepted accounting principles
- Federal and provincial legislation affecting charities
- Understanding of the not-for-profit sector

Skills

- Attention to detail and accuracy
- Technological proficiency with accounting software, MS Suite, and databases
- Strong organizational and time management skills
- Strong inter-personal and training skills
- Excellent written and verbal English communication skills, including facilitation and presentation abilities
- Ability to work independently and as part of a diverse team for continuous improvement
- Demonstrate sound judgement and ability to think through
- Demonstrated project management skills through the full life cycle of a project

Leadership Competencies:

- Inspires others
- Displays integrity
- Respectful of others
- Values diversity and inclusion
- Willing to learn and share knowledge
- Independent and collaborative
- Takes initiative
- Demonstrates sound, analytical decision-making
- Ability to think strategically and tactically
- Innovative thinker

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Fixed-term contract to March 31st, 2024, renewable pending funding confirmation
- Full-time, 35 hours per week (flexible hours: day or evening)
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Friday February 3, 2023 – 4:00pm.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible for work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**

