

Financial Controller

Actua is a leading national charitable organization that engages Canadian youth in experiences that build skills and confidence in science, technology, engineering and math (STEM). We achieve this through a network membership of 37 universities and colleges across Canada and an outreach team that travels coast to coast to coast. Together we reach 225,000 youth in 500 communities annually. Actua's focus is on the engagement of under-served youth with significant national programs for Indigenous youth, girls and youth facing other socio-economic challenges.

We are seeking an experienced Financial Controller to join our team. This role reports directly to the CEO. As a key member of the senior management team, the Controller provides strategic direction on and is responsible for, the management of accounting & finance, investment, human resources and administrative functions for the organization. Specific responsibilities include:

Accounting

- Responsible for the budgeting process, including working with team leads to ensure budget assumptions are challenged, supported and reasonable. Overall responsibility for financial, accounting and payroll services
- Performs monthly reconciliations, including bank accounts, revenue, grants
- Responsible for the sales tax remittances and ensures all applicable filings are received in a timely manner
- Responsible for the preparation of the monthly, quarterly and annual financial and management reports and statistics for the President & CEO and the Board of Directors
- Monitor operating costs, ensuring policies and practices reflect best practice and that internal controls are in place to protect the assets of the organization
- Develop monthly updated cost and revenue projections
- Responsible for the annual audit and ensure submission of annual information return

Asset Investment Management

- Understand the organization's investment policy and investment management mandates and ensures investment manager compliance with applicable provisions; and ensures at a minimum, an annual Board review of these documents. Where applicable, recommends changes to policy and brings forward to the Finance Committee for review
- Responsible for the monthly journal entries and reconciliations
- Act as the primary contact and works with Investment Manager(s) and the Treasurer to present quarterly and annual reports on investment performance to the Finance Committee and the Board.

Risk Management

- Monitor risk management policies and procedures as they pertain to finances to ensure that risks are minimized
- Ensure appropriate insurance coverage for the organization and the Board of Directors are in place; recommending changes as appropriate.
- Ensure compliance with approved policies with respect to financial management, internal controls and external regulations including charitable compliance

Human Resources

- Maintain the HR policies & programs as required by the organization
- Oversees the recruitment processes
- Ensure employment contracts are in compliance to regulatory concerns
- Oversee benefits administration
- Monitor all legislation relevant to the organization (employment standards, occupational health and safety, human rights etc.)

Miscellaneous

- Management and supervision
- Member of senior management team
- Supervision of part-time bookkeeper
- Office management and operation
- Oversee the management of two office leases, contracts and other financial commitments

Actua is a dynamic and entrepreneurial organization with a growth mindset and the ideal candidate reflects these characteristics. You are open to continuously learning and innovating and have the capability to actively contribute. Other desired qualifications and skills include:

Education and Experience:

- University degree in Accounting, Commerce or Business Management/Administration
- Chartered Professional Accountant designation
- A minimum of 6 to 8 years progressive responsibility and experience in finance and/or accounting is required, with experience in program budgeting and working with investment advisers
- Experience with a charitable organization is preferred
- Experience in budgeting, strategic planning, risk management, accounting and internal controls, administration and managing HR systems.
- Experience working with a board of directors and finance committee is an asset

Skills and Abilities:

- Knowledge of non-profit accounting, including sophisticated fund and grant accounting, compliance and reporting
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of legislation on employment standards, occupational health and safety, and human rights
- Highly proficient computer skills, including Quickbooks and Excel
- Excellent analytical and abstract reasoning skills
- Strong interpersonal and organizational skills, ability to work independently and with a great attention to detail

Interested candidates should submit a cover letter, resume and expected salary range, addressed to:

Jennifer Flanagan
CEO, Actua
111 Murray Street
Ottawa, ON K1N 5M5

The Application deadline is Friday, November 23rd, however we will be interviewing as suitable candidates are identified. All applications must be submitted through our online system with one merged PDF including a cover letter and resume at www.actua.ca/employment.

Actua is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for candidates taking part in all aspects of the selection process.