



Job Posting

CONTROLLER

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

OACAS seeks an experienced Controller who is responsible for the oversight of all OACAS finance, accounting and reporting activities. Reporting to the Director, Internal Operations, the Controller will lead all day-to-day finance operations for a budget of \$12 million and have functional responsibility for accounting, accounts payable, accounts receivable, payroll, revenue and audit. The position works closely with the senior leadership team to develop, forecast and monitor budgets and prepares and presents or supports the presentation of regular financial reports to senior management and the Board.

The position also has oversight of facility maintenance, upkeep and security and provides leadership in facilities matters to the Department Administrative Assistant.

As a key member of the Internal Operations team, you will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

You have:

1. Post-secondary degree in Commerce, Accounting and Financial Management, or Business Administration (Finance); CPA strongly preferred
2. Seven to ten years of accounting and financial management experience in a not-for-profit or government organization with a multi-program budget of \$10M to \$15M or greater; experience in budget planning, development and analysis, reporting, accounts payable and receivable, general ledger, payroll, revenue, accounting for investments, and audit
3. Prior experience managing staff, including hiring, motivating, coaching, managing performance
4. Thorough knowledge of the theory, principles, standards and best practices of financial management, and current/emerging trends/issues
5. Good knowledge of the intent and general application of financial, payroll and employment/workplace-related legislation including: Charities Accounting; Not-for-

Profit Corporations Act; Pay Equity Act; Employment Standards Act; Pension Benefits Act; Broader Public Sector Accountability Act; Government-sponsored benefits programs such as Canada Pension Plan, Employer Health Tax Act; Income Tax Act; Ministry of Revenue Act, Taxation Act; Property Tax Act; Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act

6. Thorough knowledge of government transfer payment accountability requirements; experience with developing proposals (financial aspect), compliance and reporting on government funding
7. Good knowledge of accounting and reporting software; experience selecting and overseeing technology solutions for financial management
8. Experience in property/facilities management with good knowledge of building management and facility and maintenance operations
9. Well-developed analytical and problem solving skills to assess complex financial issues from a strategic perspective and to implement or recommend effective solutions
10. Excellent planning and organizational skills to design, develop and present financial reports on schedule, to forecast budgets and monitor and report regularly on expenditures and revenues
11. Strong strategic thinking and planning skills to support management in business planning and budget development and forecasting
12. Strong presentation skills with the ability to translate complex financial concepts to clearly and simply present financial information to non-financial audiences
13. Superior interpersonal, listening and verbal communication skills to develop and maintain effective relationships with management and staff throughout the organization and with Board members
14. Strong consultative skills and judgment to provide advice and support to management on complex financial matters
15. Excellent writing skills to document financial policies, processes and procedures, prepare reports, business cases, RFPs, memos, etc.
16. Excellent negotiation, problem solving, project management and contract management skills to provide direction for maintenance/repair complaints resolution, to oversee facilities/property projects and the engagement and management of vendors
17. Results-oriented with strong managerial skills and the ability to promote continuous improvement and to manage change
18. Demonstrated initiative to manage a high volume of work while meeting competing deadlines and priorities in a fast-paced environment
19. Customer-focused with a commitment to proactive quality service
20. Ethical with proven integrity and credibility
21. Advanced computer skills with proficiency in Microsoft Office and financial systems and software
22. Strong collaborative skills to work effectively as part of a team

Bilingual English/French would be an asset.

A copy of the full job description is available online at <http://www.oacasgroups.org/uploads/Job%20Description%20-%20OACAS%20-%20Controller%20-%202016.pdf>

Salary: Grade 10 (\$124,735 – \$135,635)
Classification: Senior Management; Regular, Full-time
Location: Toronto, ON

APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by end of day Monday, July 4, 2016. Include cover letter with the resume file (as one document).

We thank all candidates for their interest; however only those considered for an interview will be contacted.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.