
Controller

Note: Recruitment for this position is being managed by our Recruitment Partner, Max People.

About Us

MaxPeople is a professional Human Resources consulting firm offering HR, Training, Recruitment and Employment Law services to clients in need of an effective people strategy to grow their business. We provide services to small and mid-size organizations with the necessary Human Resources infrastructure and the employment law services required for growth.

About CLYS

Community Living York South (CLYS) is a not-for-profit organization that provides support services to children, youth, adults and seniors who have an intellectual disability and live in Southern York Region. Support is also provided to the families. Their Mission is to empower people with an intellectual disability to live, learn, work and participate in their community. CLYS, as a community, strives to promote social inclusion, individual choice, independence and rights while, continuing to be respectful of social, linguistic and cultural diversity. Please visit <https://www.communitylivingyorksouth.ca/> to know more about the organization and the wonderful work they do.

Across the province, Community Living York South is one of 117 membership agencies of [Community Living Ontario](#).

What you'll be doing

The Controller will work closely with the Director of Finance and senior leadership team to ensure effective, accurate, and timely management of all financial matters for the Association by ensuring all services are delivered in accordance with legislative, regulatory, and funding requirements. The Controller will be required to oversee activities related to cost and general accounting, budgeting, internal financial reporting, accounts payable and receivable, payroll, risk management and external financial reporting.

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Manage the accounting function ensuring efficient systems, process and controls meet the needs of the business today and the future

- Oversee the accounting functions including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Harmonized Sales Tax (HST), Employer Health Tax
- Prepare all supporting information for the annual audit and liaise with the Board's Financial Oversight Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, donations, Passport, and petty cash
- Reconcile bank and investment accounts.
- General journal adjusting entries as required
- Review monthly results and implement monthly variance reporting
- Manage the organization's cash flow and prepare cash flow forecasts in accordance with policy
- Manage the organization's donation record keeping and receipting functions
- Develop and implement policies and procedures to ensure that human resources and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Submit applications for various rebates from municipal, provincial, and federal governments where applicable
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Financial Oversight Committee and/or the Board of Directors as appropriate
- Assist the Director of Finance and the Board with financial reporting as required at the Financial Oversight Committee meetings, Board meetings and the Annual General Meeting
- Ensure compliance of reporting requirements for Grants and Ministry reporting

Payroll

- Develop payroll reports as required for financial analysis
- Act in a backup capacity for bi-weekly payroll processing and submission of statutory and benefits remittances, issuing of T4's and T4A's

- Ensure efficient and effective payroll systems, procedures, processes, and controls are in place so that employees are paid in a timely and accurate manner.

Budget preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget for the organization in consultation with the Executive Director, Director of Finance, and Treasurer and/or Financial Oversight Committee
- In collaboration with the Directors and Managers, prepare internal budgets and periodic forecasts, and budgets required for funding applications

Operations

- Support the Directors of Operations, Director of Community Development and the Management team to identify, develop and achieve Association's short- and long-term priorities and develop systems, processes and policies to support the achievement of them in a cost-effective manner.
- On an ongoing basis, evaluate and prioritize activities, and focus on people resources against key business priorities

Risk management

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Oversee the annual insurance renewal process and ensure appropriate coverage is maintained
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

Leadership and team management

- Work closely with Director of Finance to develop team goals that are fully aligned with the agency's strategic initiatives
- Manage the Finance team and be responsible for performance management, development, and supervision of the team.

Other

- Other duties as may be assigned from time to time
- In the absence of the Director of Finance, the Controller will act in his/her absence

What We Require

- Chartered Professional Accountant (CPA) designation required

- Minimum 7-10 years' work experience in financial accounting including a minimum of 4 years supervisory experience.
- Not-for-profit or non-profit sector experience is preferred
- Working knowledge of federal and provincial legislation affecting charities and charitable status, including CRA regulations in Canada
- Knowledge of compliance regulations and financial reporting for organizations working within the charitable not-for-profit sector
- Comprehensive knowledge of generally accepted accounting practices, budget administration, financial forecasting, analysis, and reporting
- Knowledge of Ministry of Children, Community and Social Services (MCCSS) legislative requirements is an asset but not mandatory

- Knowledge of business process management, and ability to implement changes to existing practices
- Proficiency with Office 365 including MS Word, Outlook and Advanced Excel skills.
- Proficiency with payroll and accounting software. Sage 300 ERP accounting software and Avanti Payroll software desirable. Proven ability to implement new software packages.
- Excellent organizational, administrative, time management, analytical, problem solving, and decision-making skills
- Excellent communication and interpersonal skills with the ability to work effectively with staff, volunteers, suppliers, and others
- Ability to take initiative, anticipate outcomes, and work independently with minimal supervision

For consideration, please forward your resume in confidence to:

marlene@maxpeoplehr.com

As part of our commitment to inclusivity, diversity, equity and accessibility, our goal is a workforce built on respect that reflects the communities we serve. We thank all applicants for their interest but only those selected for an interview will be contacted.

We are proud to be in compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and the Integrated Accessibility Standards Regulation. We are happy to honor accommodations at any part of the recruitment process and invite you to let us know how we can help.