

FINANCIAL CONTROLLER

Tikinagan Child & Family Services are seeking a Financial Controller to join their team in Sioux Lookout, Ontario. Tikinagan Child & Family Services is a community-based child welfare agency rooted in and accountable to the First Nations communities they serve. With a large team of residential care workers, childcare workers, family service workers, community-based prevention workers, intake workers, and administrative staff, they protect their children, help their families, and nurture their communities.

Reporting to the Director of Finance and Administration, the Financial Controller will be responsible for managing and supporting the various full cycle accounting functions, financial reporting, and analysis. The Financial Controller will also be responsible for presenting and addressing financial matters with Tikinagan Senior Leadership and the Board of Directors.

RESPONSIBILITIES

- Ensure that the agency's accounting systems are conducted according to accounting and financial management principles and practices.
- Ensure that financial operating and statistical reports accurately reflect the agency's operations and are prepared in accordance with the needs of the Executive Director, Management Team, Executive Committee, and Board of Directors.
- Provide Management and the Board with reliable information necessary to manage and govern the agency.
- Ensure correct and accurate accounting classification of all receipts and expenditures, including capital.
- Maintain the agency's chart of accounts, assigning new accounts and classifications as necessary.
- Manage the accounts payable function, ensuring that payments are made promptly within the confines of appropriate and sound cash management.
- Manage the accounts receivable function and maintaining the funds and trust accounts.
- Ensure the reconciliation of all balance sheet accounts on a timely basis.
- Prepare and finalize information reports as required by Government Organizations.
- Maintain an accurately itemized record of fixed assets and their values.
- Work alongside auditors when auditing the agency's accounting procedures and records.
- Prepare annual budgets for operating expenses, and submit proposals for funding, including compilation and interpretation of statistical information for performance-based funding.
- Review performance against budget, interpret operating results, prepare reports explaining deviations from budget, and support the preparation of appropriate recommendations to the Executive Director, Management, Executive Committee and Board, including analysis of charges in service levels and the impact on funding and expenditures.
- Prepare financial analyses and assessments as an integral aspect of program evaluation.
- Ensure that policies and procedures are kept current and are adhered to.
- Participate in Finance and Administration meetings as required.
- Perform other duties related to the finances of the Agency.

SKILLS & QUALIFICATIONS

- Completion of recognized accounting designation (CPA) is required.
- 3+ years of relevant accounting management experience.
- Proven experience in financial and data management, preferably in a non-profit and/or performance funding setting.
- Demonstrated financial and analytical skills.
- Ability to clearly present and explain financial data and trends.
- Strong analytical skills, detail oriented, and able to meet deadlines.
- Knowledge of computerized management information systems.
- Ability to work independently and work effectively in a team environment.
- Ability to travel to other offices or communities if required.
- Knowledge and understanding of the cultural environment in which Tikinagan operates.

BENEFITS

- Group benefits and pension plan with competitive employer match.
- Healthy Wellness Program with yearly allowance + wellness days.
- 4 weeks of vacation + management days.
- Vehicle allowance.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at applyvia@mnt.ca.

Closing Date: Until filled.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.