



## **JOB POSTING**

### **Competition Number NU 2023-42**

**Union/Non-Union:** Non-Union  
**Position:** Controller  
**Status:** Permanent Full Time  
**Program:** Administration  
**Initially assigned to:** Main Office

#### **Purpose:**

Under the general supervision of the Finance Director, the Controller will oversee and provide operational leadership for the activities of the Finance department. Finance departmental activities include Financial Reporting, Budgeting, Financial Analysis, Accounts Payable, Accounts Receivable and Cash Management for the organization. The Controller will also be involved in the supervision, training, and oversight of staff of the Finance Department in accordance with Finance Standards. This position will ensure frontline staff provide day-to-day Finance activities in such a manner as to ensure maximum benefits to the Department. Responsible to monitor quality assurance for the Finance Department's legal and professional requirements, as well as being responsible to ensure consistent application of the Organization's policies and procedures, reporting mechanisms, and statistics. As well, this position will represent the department at specific community meetings and committees as required as well as supporting the Director of Finance in providing financial solutions to the Organization as required. All of the above is done in accordance with the Organization's goals and objectives.

#### **Education and training:**

- Proof of successful completion of a post-secondary education and a Certified General Accountant/Certified Professional Accountant designation
- In-depth knowledge of accounting principles and practices

#### **Requirements:**

- CPIC (Canadian Police Information Centre) check or willingness to obtain
- A valid class G driver's license and proof of insurance
- Daily access to a reliable vehicle
- Able to lift at a minimum 20 lbs. from squatting to standing position
- Bilingualism (English/French) is an asset

#### **Experience:**

- Minimum 5 years of experience providing oversight of process and accountability of all financial functions within an organization preferably at a senior level at an Ontario health care organization and/or a similarly complex environment/sector
- Experience in supervisory role in finance including performance management
- Experience working with unionized workplaces is preferred

#### **Duties:**

- Operational leadership and support to the Finance department
- Provides support to the Director of Finance by offering insights and financial advice to inform financial decision making
- Collecting, interpreting, and reviewing financial information
- External reporting to the Ontario Health, MOHLTC and other agencies as required ensuring reports are delivered on time, are meaningful, compete and accurate
- Oversee the external audit process including preparation of all financial statements
- Coordination, preparation and delivery of monthly financial reports to various stakeholders of the organization including packages to the CEO, Board of Directors and Financial Audit Committee
- Direct invoicing, deposit and payable activities
- Direct the payments process
- Design, implement and monitor financial and internal controls, policies and procedures
- Ability to collect, interpret, analyze and communicate financial and statistical data and trends
- Build relationships with key finance personnel at the various ministries to facilitate information and reporting
- Source of financial advice of key financial information for programs enabling efficient and effective user of resources throughout the organization
- Identify, evaluate and implement quality and performance measures for the department
- Assists the Director of Finance with implementation of strategic department and corporate initiatives
- Troubleshoots escalated issues and ensures internal and external requests are handled timely, accurately and with a focus on customer service
- Creates a positive customer experience by opening and maintaining constructive and reliable lines of communication
- Ensures effective systems of service delivery are in place
- Manages, supports and provides coaching to staff in the Finance department
- Performs other duties as assigned

**Knowledge/Skills/Abilities:**

- Demonstrated proficiency with computer skills including Microsoft Office and in-house systems
- Demonstrated ability to explore, assess and promote new methods and technologies
- Demonstrated ability to independently identify issues, plan improvements, measure success
- Demonstrated ability to work cooperatively and independently and as part of a team
- Proficiency in managing personnel
- Ability to maintain confidentiality as per PHIPA (Personal Health Information Protection Act)
- Working knowledge or willingness to learn the Acts that may occur to complete the duties of the job (i.e. Ministry of Health and Long-term Care Act, Residential Tenancy Act and the Health Care Consent Act)
- Able to identify and understand key issues and overcome challenges or obstacles in a creative, organized and strategic manner
- Strong organizational skills and self-motivation
- Effective decision making under time constraints
- Effective attention to detail and a high degree of accuracy
- Sound analytical thinking, planning, prioritization and execution skills
- Knowledge of, and sensitivity to, gender, race, sexual orientation, age and multicultural issues
- Management experience

**Personal Suitability:**

- Commitment to continuous learning
- Demonstrated positive work record and good attendance
- Demonstrated commitment to client and family-centered care
- Willing to work flexible hours; days, evenings, weekends and holidays as required by the Director
- Willingness to travel to attend conferences and represent CMHA NBD including with community partners, governmental organizations, relevant professional membership forums and other groups as required

**Selection Process:**

Candidates will be selected for the position based on their skill, ability, experience, and qualifications as identified in their resume

**Shift:**

Days, evenings, weekends, and holidays

**French Language Services Required:**

Bilingualism is an asset.

**Salary:**

Is commensurate with experience

**Please send resume and cover letter and note the job competition number by Friday May 12, 2023, to:**

[careers@nbd.cmha.ca](mailto:careers@nbd.cmha.ca)

***CMHA-NBD promotes the principles of and adheres to the tenets of the Ontario Human Rights Code. We strongly encourage applicants with lived experiences, from Indigenous communities, people of all races, colours, ethnic origins, religions, disabilities, and sexual orientations to apply. We recognize that equitable access to employment is an agent in social change.***