

Causeway Work Centre Financial Controller

Who is Causeway?

Causeway is a not-for-profit agency that empowers ALL people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

What will I be doing?

Reporting to the Executive Director, the Financial Controller plays a vital role in the financial management of Causeway. This position is responsible for all financial operations, ensuring accurate and timely financial reporting, and providing strategic financial guidance to support the organization's mission and goals. The Financial Controller will work with the Bookkeeper and work together as a part of the senior management team to optimize financial performance and ensure compliance with relevant regulations and best practices.

What will my duties include?

1. Financial Management:

- Develop and maintain financial policies, procedures, and internal controls.
- Develop a global budget and translate into an annual operating budget.
- Work closely with the Executive Director and the Management Teams on the financial planning and forecasting processes. As well, ensure the organization (programs and social enterprises) have the financial resources required to meet its strategic direction and annual operating plan.
- Work with the Executive Director and Finance Committee to align financial goals with organizational objectives.
- Monitor financial performance, analyze variances, and provide insights to support decision-making and drive financial sustainability.
- Prepare financial statements, reports, and presentations for internal and external stakeholders, ensuring accuracy, transparency, and adherence to accounting principles and reporting standards.
- Work with Fund Development in the preparation of financials on new and ongoing funding
- Ensure accuracy and meet all funder financial reporting requirements, and the follow-up with submissions and reporting mechanisms to ensure all funder expectations & reporting standards are met.
- Manage cash flow, monitor banking activities, and maintain relationships with financial institutions.

2. Financial Operations:

- Ensure all payroll responsibilities are covered through the bookkeeper; inclusive of the source deductions, WSIB, EHT, Group Benefits, Pension, Union Dues are completed within the respected time.
- Provide back-up payroll support to cover for the bookkeeper
- Work with the Bookkeeper on ensuring all documents are filed for HST/GST and through CRA.
- Responsible for bank reconciliations and credit card reconciliations monthly.
- Through our accounting software review and manage all expenditures within each of the programs and social enterprises to ensure all funds are allocated correctly.
- Coordinate the annual audit process and work closely with external auditors to ensure compliance and provide necessary documentation and support.
- Prepare and file annual charity return.

3. Financial Analysis and Planning:

- Conduct financial analysis, interpret financial data, and provide strategic recommendations to support budgeting, cost control, and resource allocation.
- Collaborate with program managers and other stakeholders to develop financial models and evaluate program profitability and effectiveness.
- Identify and implement opportunities for process improvement, cost reduction, and revenue generation.

4. Team Management and Leadership:

- Work closely with the bookkeeper, fostering a culture of collaboration, professional growth, and high performance.
- Set performance goals, conduct performance evaluations, and provide ongoing feedback and coaching to the Bookkeeper.
- Develop and enhance financial and accounting competencies within the Bookkeeper through training and professional development initiatives.

What will I bring to the organization?

- Level of education or experience equivalent to a degree in Accounting, Finance, or a related field (Master's degree or CPA designation is a strong asset.).
- A minimum of 5 years experience, including at least 3 years proven experience in financial management, accounting and reporting. Experience at a non-profit organization is an asset.
- Exposure to leading people either directly or indirectly in providing coaching, advice and delegating tasks.
- Strong understanding of accounting systems, and strong knowledge on accounting principles, financial analysis, budgeting, and internal controls.
- Proficiency in financial management systems and advanced proficiency in MS Excel.
- Excellent analytical, problem-solving, and decision-making skills.
- Attention to detail, accuracy, and strong organizational skills.
- Effective communication and interpersonal skills to collaborate with diverse stakeholders.

- Ability to work independently, manage multiple priorities, and meet deadlines.
- Proficiency in interpreting policies, procedures, benefits and pension guidelines.
- Knowledge and familiarity with relevant legislation and practices.
- Demonstrated leadership skills including the ability to contribute to the creation of positive team and workplace dynamics.
- Experience working or operating in a unionized environment.
- Excellent written communication and oral skills that meet the needs of the individual and/or community at the appropriate literacy level.
- Experience working with confidential and time sensitive documents and information.

Why should I work here?

At Causeway we are focused on building better communities by employing each person's abilities and this starts with our team. When you join Causeway, you can expect:

- A supportive, inclusive and collaborative environment.
- Hybrid Work Environment – 3 days in the office, 2 days remotely
- Conveniently located near LRT Transit with on-site parking available
- Salary Range: \$70,000 to \$85,000
- 3 weeks' vacation leave
- 35 hour work week
- Birthdays off along with Special Leave
- Generous sick time and flexibility with personal appointments
- Additional paid time over the holiday break between Christmas and New Year's Day.
- Free access to a full onsite gym.
- Group Benefits and Pension Plan (shared by employer and employee)
- Opportunities for professional development, training and continuous learning.

How do I apply?

Please send a copy of your resume and cover letter describing why you wish to join us to **Heather Coulterman** at hcoulterman@causewayworkcentre.org by **Friday, September 22nd, 2023**. Kindly include 'Financial Controller' in the subject line.

Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.

CAUSEWAY

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WORK. REGARDLESS.