

OPPORTUNITY PROFILE

Corporate Controller Sault Ste. Marie

Our Client

Our client is a mid-sized organization located in Sault Ste. Marie, Ontario.

The Opportunity

Reporting to the CAO, the Corporate Controller is responsible for maximizing the return on financial assets by establishing financial policy, procedures, control, and reporting systems, and is the risk manager for the corporation. The Corporate Controller functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of our client, and contributes to the accomplishment of the strategic priorities.

Key Responsibilities

Financial oversight of the organization ensuring services are provided with quality, accuracy and in a timely fashion:

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by assisting in audits; providing information to external auditors.
- Maximizes return, and limits risk, on cash by minimizing cash balances, making investments.
- Prepares budgets by establishing schedules, collecting, analyzing, and consolidating financial data, recommending plans.
- Achieves budget objectives by scheduling expenditures, analyzing variances, initiating corrective action.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepare special reports by collecting, analyzing, and summarizing information and trends.
- Completes operational requirements by scheduling and assigning employees, following up on work results.
- Maintains financial staff by recruiting, selecting, orienting, and training employees.
- Maintains financial staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participation in professional societies.
- Complies with and has in-depth knowledge of Canadian Public Sector Accounting Standards.
- Protects operations by keeping financial information and plans confidential.
- Provides leadership and support to accounts payable and accounts receivable departments.
- Manages the preparation of payroll for personnel.
- Provides risk management to the corporation.
- Contributes to team effort by accomplishing related results as needed.

Promotes and ensures a safe workplace Environment, minimizing workplace injuries:

- Maintenance of knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations and all workplace health and safety policies, programs, and practices.
- Reporting immediately any contravention of the Occupational Health and Safety Act or any workplace hazard, the absence or defect of any protective device of which the employee is aware which may endanger self or others, including employees and clients, to the immediate supervisor, any other manager as appropriate.
- Complete all required Health and Safety training, maintaining all current certificate requirements

Facilitates internal relations with all staff and clients of our Client's programs and services:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Participating in meetings
- Listening carefully to others
- Communicating in a professional manner

Outcomes:

1. Effective relationships are established and maintained with all employees in the organization
2. Clients/community is satisfied with services and programs provided

Effective external relations with potential clients, other organizations and within the community:

- Communicating all matters of importance to appropriate members of the Centre in an accurate and timely fashion
- Listening carefully to others
- Attracting new clients to programs and services
- Communicating in a professional manner

Outcomes:

1. Effective relationships are established and maintained with all clients and other organizations
2. The Corporate profile and reputation continually improve

Excellent professional (ethical/moral) conduct assuring Professional Public Image is established and maintained.

- Manifesting superior personal integrity, an awareness, and an adherence to high standards of ethical behaviour
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport

- Set realistic, specific goals and objectives; and to prioritize objectives and monitor related activity in support of set goals and objectives
- Compliance with organizational values and statement of confidentiality

The Person

- Required - CPA (CA, CMA, CGA) certification.
- Required - five years related job experience in an organization of similar size (150 employees) including accounting and financial management experience.
- Demonstrated knowledge of budgeting, reporting, monitoring, forecasting, analyzing financial and non-financial data.
- Ability to resolve conflicts.
- Stamina, sensitivity, and strong negotiation and advocacy skills.
- Self-motivated and self-directed.
- Ability to work independently and collaboratively as a member of a senior management team.
- Ability to work under pressure to meet deadlines.
- Excellent organizational skills, time management skills, interpersonal and communication skills, both oral and written.
- Excellent computer skills (including Microsoft Office, internet, email, outlook, and financial management software; computer operations. Experience with financial software and the implementation of new systems.
- Must undergo a criminal, credit and credential record check prior to employment.

Express Your Enthusiasm

Email a convincing cover letter and tailored resume (PDF or Word document only) to **Allan Nelson, Laurie Sterritt or Laura Youngberg** at **calgary@leadersinternational.com** indicating the job title in the subject line of the email.

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