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Opportunity Profile

Financial Controller



About Parks Foundation Calgary

<https://www.parksfdn.com>

Why We Exist

Parks matter to Calgarians. They are cherished places where we play, connect with each other and immerse ourselves in nature. Parks development is vital to the creation of healthy, innovative and liveable cities. Ongoing support is required to build and improve Calgary's treasured parks and school playgrounds, as public funding only goes so far.

For 40 years, in collaboration with our cherished donors and partners, Parks Foundation has been a catalyst in pioneering and creating outdoor spaces in our city that we love and value.

Mission We create inclusive parks and community spaces that drive a sustainable and healthy future.

Vision A healthy community uplifted by vibrant parks.

Values Community / Collaboration / Integrity / Excellence / Inclusivity

What We Do

Parks Foundation creates parks through partnerships, connecting donors and partners with relevant and innovative park and sport projects. Among many signature parks, programs and green spaces, the latest project is Canada's first Dementia Inclusive Park. This unique space is designed to cater to the needs of individuals living with dementia, providing a safe and engaging environment for them and their families. Under Parks Foundation's guidance and care, a variety of parks, school and sport projects are always under development.

Communities often require a variety of support services to turn their project from dream into reality. Park Foundation's programs focus on helping communities and groups achieve their goals by promoting stewardship of new and valued community spaces and creating a healthy outcome for all.



Parks Foundation acknowledges and pays tribute to the original caretakers of the land, whose legacy reminds us of the rich histories that came before us. Parks Foundation celebrates the connection of the community and the land that we live on, and honour the responsibility we carry to steward the land through projects and initiatives. Parks Foundation serves the community of Niitsitapi (Blackfoot), the people of the Treaty 7 region in Southern Alberta, which includes the Siksika, the Piikani, the Kainai, the Tsuut'ina and the Iyârhe Nakoda First Nations, and the Otipemisiwak Métis Government of the Métis Nation of Alberta, Region 3. Parks Foundation acknowledge shared responsibility in moving towards a journey of Truth and Reconciliation, and is committed to working collaboratively with all members of the community on this journey.

The Role: Financial Controller

Parks Foundation Calgary is seeking a skilled and dedicated Financial Controller to oversee all aspects of financial management, payroll services, and risk management for the organization. Reporting directly to the CEO, the Financial Controller will play a critical role in ensuring the financial health and sustainability of Parks Foundation Calgary as it continues to serve the community.

Key Responsibilities

Financial Management

- Strategic management of the overall accounting and financial functions of the organization.
- Manage day-to-day financial operations, including accounts payable, accounts receivable, payroll, and general ledger accounting.
- Prepare and present accurate and timely reconciliations and financial statements.
- Monitor cash flow and financial performance to identify areas for improvement and mitigate risks.



- Prepare and present accurate and timely financial reports, budgets, and forecasts for the CEO, Departmental Directors, Board of Directors, and other stakeholders.
- Manage payroll provisions, reporting and compliance obligations, including timely provision of CRA reporting and payments.

Budgeting and Forecasting

- Lead the annual budgeting process in collaboration with the Board, business unit leaders and program managers.
- Track budget variances and provide analysis to support decision-making and resource allocation.
- Develop long-term financial forecasts to support strategic planning and organizational growth initiatives.

Investment Management

- Ensure investments are optimized and in accordance with Parks Foundation policies and the contractual/end use of underlying funds.
- Maintain oversight of the investment managers, reporting to the Finance and Audit Committee and ultimately the Board on the performance of the corporate investment portfolio, and recommendations for enhancements and changes where appropriate.

Organizational Oversight

- Provide leadership and direction to the finance and administration team, including hiring, training, mentoring, coaching, and performance management.
- Provide professional development opportunities to the team that encourage them to excel and progress in their roles.
- Oversee fund accounting and reporting to ensure compliance with grant requirements and external funding restrictions.



- Work closely with program and project staff to develop grant budgets, track expenditures, and prepare financial reports for funders.
- Manage control and storage of contracts and critical documents, whether internal or third-party, per Parks Foundation Record Retention and Destruction Policy.

Audit and Compliance

- Coordinate annual financial audits and liaise with external auditors to facilitate the audit process.
- Ensure compliance with accounting standards, government regulations, and reporting requirements for non-profit organizations.
- Provide reporting to the City of Calgary and other key partners per contractual obligations.

Risk Management

- Develop and implement financial policies, procedures, and internal controls to safeguard the organization's assets and ensure compliance with regulatory requirements.
- Identify, assess, and mitigate financial and operational risks facing the organization.
- Prepare for the Finance and Audit Committee an annual review of insurance policies to ensure adequacy of risk transfer
- Develop and implement risk management strategies to protect the organization's assets and reputation.

The Person

The ideal candidate will hold a bachelor's degree in accounting, finance, or a related field, with a CPA or equivalent designation considered a strong asset. They will bring a minimum of 5 years of experience in financial management, ideally within the non-profit sector, and demonstrate a solid understanding of accounting principles, budgeting processes, and financial reporting standards. Experience with fund accounting, grant management, and risk management will be highly valued. Proficiency in financial software and Microsoft Excel is required, while familiarity with Sage or similar accounting platforms is considered an advantage.



Exceptional communication skills are essential, including the ability to present complex financial information clearly to non-financial audiences. The successful candidate will also be a proven leader, capable of building and guiding high-performing teams. Experience in human resources management, including recruitment, employee relations, and HR policy development, will further support success in this role.

Compensation

A competitive compensation package will be provided that includes health and RRSP benefits. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Parks Foundation values diversity, equity and inclusion, which are key components of their hiring practices.

If you would like to contribute to the future vision and mission of Parks Foundation Calgary, then we want to hear from you. To apply, please submit your application to John Dugdale directly through our [Leaders International Thrive Apply Portal](#).

Leaders International Executive Search
www.leadersinternational.com