



Financial Controller

The Financial Controller reports to the Executive Director and contributes to the overall success of the organization by effectively managing all financial tasks, overseeing budgeting and accounting.

Primary Duties and Responsibilities

The Financial Controller performs a wide range of duties including some or all of the following:

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax.
- Prepare all supporting information for the annual audit with the approved external auditor.
- Prepare all supporting information for authorized groups such as the Canadian Revenue Agency and the Worker's Compensation Board.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Reconcile bank and investment accounts; and manage cash flow.
- Review monthly results and implement monthly variance reporting as compared to budget.
- Manage the cash flow and prepare cash flow forecasts in accordance with policy.
- Manage the bookkeeping function, using the Simply Accounting Package, including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Develop and implement policies and procedures as required to ensure that personnel and financial information is secure.
- Participate as a member of the Finance Committee.
- Assist the Executive Director and the Board Treasurer with financial reporting as required at Board meetings and the Annual General Meetings and provide advice to support the decision making process.

Payroll preparation and administration

- Prepare all payroll functions to ensure that employees are paid in a timely and accurate manner.
- Assist with the negotiations and manage the employee insurance and benefits plans.
- Process and submit statutory and benefits remittances on time.
- Issue annual T4s and T4As.
- Manage the tracking of vacation, sick leave and other leave according to SportNL policies.

Budget preparation

- Using the “Zero-Based” approach for budgeting, prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee.
- Assist staff with the preparation of budgets for funding applications.

Project management (activity centers) accounting

- Provide accurate and timely reporting on the financial activity of individual projects.

Member Services

- Manage all financial aspects for the National Sport Trust Fund, and KidSport™ Fund.
- Act as a financial consultant to PSOs, providing support in accounting procedures and policies.
- Provide payroll services for PSOs including CRA remittances and T4’s payroll associated issues.
- Administer the PSO accident, general liability and board of directors insurance.
- Provide advice on bookkeeping and financial services to members on a case by case basis.

Qualifications

Education

- University degree or college diploma in Accounting, Commerce, or Business Management/ Administration.

Professional designation

- Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset.

Knowledge, skills and abilities

- Knowledge of generally accepted accounting and internal control principles.
- Knowledge of federal and provincial legislation affecting charities.
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights.
- Knowledge of the voluntary sector.
- Strong analytical, problem solving and decision making skills to evaluate alternatives and provide recommendations on business issues.
- Well developed written and oral communications skills.
- Ability to work in a team environment.

Proficiency in the use of computer programs for:

- Accounting (**Simply Accounting**)
- Word processing (**MS Office**)
- Spreadsheets (**MS Office**)
- E-mail (**MS Office**)
- Internet

Experience

Three to five years of progressive financial responsibility.

Working Conditions

- He/she works primarily in an office environment.
- He/she may be required to work some overtime hours to attend meetings of the Board, special events, and during specific periods of the accounting cycle such as the Annual Audit.