

Position:

Controller

Organization:

Ronald McDonald House Charities (RMHC) Toronto

Hours of work:

Full Time, Monday – Friday

Location:

240 McCaul Street
Toronto, Ontario

About RMHC Toronto:

Since 1981, Ronald McDonald House Charities (RMHC) Toronto has served as a place to call home for families with seriously ill children undergoing treatment. RMHC Toronto encompasses a House for 81 families in downtown Toronto and seven Family Rooms in hospitals across the Greater Toronto Area and in Sudbury. The families we serve come from Ontario, across Canada and around the world. Our mission is keeping seriously ill children and their families together to improve their health and well-being.

We are looking for a Controller to join our team in Toronto.

About the opportunity:

Reporting to the CEO, the Controller manages the financial affairs of RMHC Toronto. The hands-on role is responsible for all day-to-day matters relating to RMHC Toronto's finances as well as at a strategic level to ensure the Chapter meets all compliance, ethical and professional requirements.

What will you be doing?

In this role, you will:

- Develop, strengthen and implement general accounting policies and procedures;
- Facilitate the budget process for all departments, offering input and guidance to management;
- Ongoing forecasting of revenues and expenses. Work with management to provide appropriate solutions to potential variances and problems;
- Analysis of cash flow, daily management of cash revenues and manage investment portfolios according to policy;
- Responsible for the overall financial reporting including preparation of financial statements, management reports and dashboards, financial analysis and recommendations, quarterly and year end results and forecasting, etc.;

- Provide evaluations and assessments to the CEO and Leadership Team regarding the operational and administrative infrastructure of the organization;
- Ensure compliance with CRA filings and other regulatory bodies, prepares the charity tax return and other government financial reporting and remittances;
- Act as liaison to Audit Committee throughout the year and with external auditors including coordination of the annual audit;
- Review, monitor and enhance internal controls to ensure adequate financial and risk mitigation controls are in place;
- Oversee direct report(s) to ensure timely and accurate completion of required duties such as bookkeeping function, including maintenance of the general ledger, bank and investment accounts, accounts receivable, accounts payable and payroll;
- Act as Privacy Officer and oversee all activities related to the Chapter's privacy and ensure operational procedures are following relevant privacy laws;
- Oversee and provide direction to service providers. This includes maintaining effective relations with office services provided by a third party, and similar functions;
- Special projects and other duties as may be assigned.

If you have the following background and qualifications:

- Must have an accounting designation (CPA, CGA, CA or CMA);
- 7+ years' experience, including 5 years of progressive financial reporting leadership experience. Not-for-profit experience an asset;
- Strong technical knowledge and experience with new accounting pronouncement interpretation and implementation;
- Experience with accounting for internal development costs;
- Demonstrated knowledge of financial systems, management controls, processes, and technology tools;
- Experience working with Boards;
- ERP implementation experience would be an asset;
- Advanced proficiency with MS Office Suite;
- Proven leadership skills, including the ability to coach, develop and mentor a team;
- Excellent analysis abilities and a consultative approach to champion change;
- Excellent communication skills with the ability to influence and effectively present and clarify concerns and concepts to various audiences;
- Exemplary collaboration and interpersonal skills with a demonstrated ability to develop and maintain relationships;

- Strong organizational skills, with the ability to manage multiple deliverables in a time-sensitive environment and adapt to frequently changing priorities;
- Highly attentive to detail and committed to quality;
- Willingness and ability to learn new skills (e.g., new databases and technology) and adapt to changing environments;
- Self-motivated with a strong work ethic and dedication to timely and accurate reporting.

We want to hear from you!

Like what you're hearing so far, but still wondering if RMHC Toronto is right for you? We offer:

- A competitive compensation & health benefits package
- RRSP Program;
- Wellness days;
- An opportunity to make a difference in the lives of children, families, and the community.

Interested in being a part of the RMHC Toronto team? Does this sound like you? If so, we look forward to your application!

The successful candidate will need to undergo a successful Vulnerable Sector Screening Police check and immunization process as per hospital policy.

Please inform us if you require any accommodations during the hiring process. Please note that only those candidates selected for an interview will be contacted. If you are interested in this position, please submit your resume using the link below:

<https://www.fitzii.com/apply/53064>