



Controller

Full-Time Permanent

Who We Are

The Edmonton Humane Society (EHS) has been an animal welfare leader in the Edmonton community since 1907. We strive to be a model of excellence in the advancement of animal welfare and to lead the movement in creating a more humane world. EHS is a safe haven for thousands of homeless animals each year, providing veterinary treatment, behavioral rehabilitation, care, enrichment and rehoming. Beyond animal sheltering, we engage with the community through various programs and services to support happy, lifelong bonds between people and pets.

Who We Are Looking For

The Controller works collaboratively with the CFO and the Finance team members to contribute to the overall success of the Finance department and the organization; effectively managing financial tasks, relationships and risk mitigation. Overall, this position provides leadership and operational support to Organizational Leaders on setting sustainable financial goals, policy development, and to ensure the strategic goals, operational requirements, and the business needs of the Organization are met.

What You Will Do

Accounting, Internal Control and Financial Reporting

- Ensure compliance with internal financial and accounting policies, procedures and statutory requirements
- Ensure that all statutory requirements of the organization are met
- Work collaboratively with the CFO for all annual audit activities, and internal controls and compliance
- Oversee all bank accounts and reconcile investment accounts
- Analyze contracts for cost effectiveness and identify contractual risks
- Develop and implement policies and procedures in line with best practice to ensure data security and compliance with current legislation
- Manage the acquisition of capital assets
- Work collaboratively with all areas of Finance ranging from reconciliations to cross training
- Full understanding and cross training on payroll functions
- Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles including forecasting and variance analysis

Integrated Budget

- Establish an integrated budget planning process and guidelines for budget and forecast preparation and support Senior Leadership in the preparation of budgets
- Assist directors and managers on the preparation of budgets for grant funding applications
Work with management to understand the financial needs of the organization and help support the organization through the development of strategic and integrated financial resources strategies

Leadership, Risk Management, and Technology

- Monitor risk management policies and procedures
- Work collaboratively with the CFO and IT to evaluate new technology requirements to meet the organization's financial data processing, control, and reporting requirements
- Develop and execute on a finance team cross training plan



What You Bring

Necessary Requirements:

- University Degree in Accounting, Commerce, or Business Management/Administration or equivalent
- Chartered Professional Accountant Designation
- Minimum experience of 5 years in a senior Accounting or Finance position
- Sage software experience is highly preferable

Preferred Skills:

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of payroll and provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Proficient in the use of computer programs for; Accounting, Word Processing, Databases, Spreadsheets, E-mail, and Internet

Final thoughts:

As the ideal candidate, you will exercise tact, good judgment, confidentiality, and discretion while upholding high standards of performance and accountability in a multi-tasking environment. You possess strong planning, organizational and decision making skills as well as the ability to work independently and as part of a team. Success will be achieved by adopting an outlook which embraces change as a constant and by proactively managing a large and constantly fluctuating workload. A cooperative and positive person who will assess problems and generate solutions.

Compensation & Hours

- **Compensation:** EHS offers a competitive not-for-profit compensation package which includes a comprehensive benefits package, and a strong work-life balance.
- **Hours:** 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities. Some evenings and weekends may be required.

How to Apply

If you are looking for a rewarding career in an exciting fast paced environment, we invite you to forward your resume and salary expectations, in confidence, by email to hr@edmontonhumanesociety.com

The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.