

# Controller

## Job Summary

Strongest Families Institute (SFI) ([www.strongestfamilies.com](http://www.strongestfamilies.com)) a charitable organization delivers mental health education programs to children, youth and families from a distance, is searching for the ideal candidate to hire as the SFI Controller. A Finance or Accounting Degree is required; an accounting designation is desirable.

## Position Scope

SFI is seeking the ideal candidate to be part of a dynamic, growing charitable organization that delivers evidence-based mental health education programs for children, youth and families, from a distance using non-professional coaches. SFI has received awards for innovation (e.g., Mental Health Commission of Canada, Ernest Manning Award, Governor General Innovation Award).

The SFI Controller reports to and advises the SFI President and CEO and is also responsible for oversight and management of SFI's financial accounting, budget management, forecasting and planning, ensuring that general accounting principles are applied to the entire accounting cycle with sound control systems enforced. There is flexibility for this role to be part-time or full-time and the job responsibilities would change accordingly (i.e., in addition to the core responsibilities listed below, additional duties would be assigned for a full-time compliment).

## Major Responsibilities

1. Coordinate and maintain accurate and reliable company financial accounting (e.g., accounts payable, receivables, and bank account activities), planning and budget management functions
2. Oversee payroll functions ensuring required remittances submitted per timelines.
3. Perform month end closing activities and reconcile bank accounts.
4. Perform monthly revenue recognition and deferred revenue calculation.
5. Monitor and analyze monthly operating results against budget.
6. Coordinate financing and debt service payments with external agencies.
7. Work with President to establish and enforce internal controls surrounding all aspects of the business. Reports directly to Evaluation Team Lead and Evaluation Manager.
8. Manage the preparation of financial outlooks and financial forecasts.
9. Assist with year-end audit and annual charitable return preparation.
10. Prepare financial analysis for contract negotiations.
11. Assist with review of contracts and liaise as needed with the SFI legal representative
12. Enforce compliance with local, provincial and federal regulations (e.g., Canada Revenue Agency)
13. Other duties as assigned.



## Qualifications

1. Completion of a Degree in Finance or Accounting is required, and an accounting designation (CPA) is desirable. Experience in a senior-level finance or accounting position is an asset. Knowledge on not-for-profit corporations also an asset.
2. Experience with Sage (Simply Accounting) would be an asset.
3. The candidate will be a dedicated individual who can work independently and as part of a team. The candidate will have advanced problem-solving abilities. He/she will have excellent writing, communication and organizational skills, and the ability to motivate teams to produce quality work within tight timeframes, simultaneously managing several projects.

Please apply with cover letter and resume to:

**info@strongestfamilies.com**

**Attention: Dr. Patricia Lingley-Pottie**

Location: Lower Sackville, Nova Scotia

