



Internal/External Job Posting

Regular Full-Time Non Union Position

Financial Controller

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the opportunity

Reporting to the Manager of Finance, the Financial Controller is responsible for overseeing day-to-day accounting functions, preparing financial reports, analysis and forecasting within the Corporate Services Department and manages office services functions.

What you'll do:

- Provide guidance, direction, mentorship and support for the staff in Corporate Services to ensure effective delivery of programs and promote employee development. Promote and practice the GRCA's values in all actions. Schedule and facilitate regular team meetings.
- Establish strong working relationships and open collaboration within the Corporate Services team and with all divisions and departments within the GRCA.
- Prepare, in consultation with managers, financial statements, forecasts, special financial reports, and perform financial analysis.

- Responsible for managing the accounting software including implementing upgrades, recommending and implementing enhancements, trouble-shooting and working with consultants and support partners, IS&T department and/or Microsoft as needed.
- Oversee billings for grants, levies, property rentals, foundation and other receivables.
- Oversee all cash receipts and cash disbursements processing.
- Liaise with Auditors, perform internal audits and ensure adequate internal controls.
- Liaise with Senior Accountant with respect to HST treatment of revenue and expenses.
- Responsible for tangible capital asset accounting, maintaining the GP fixed asset module and reporting on tangible capital asset financial information required for the preparation of the audited financial statements in accordance with Public Sector Accounting Standards (PSAS).
- Inform policy development related to purchasing and moveable assets and ensure compliance, education and training as relates to policy requirements.
- Responsible for overseeing the office services function, overseeing file destruction requests (shredding) supporting corporate records management requirements.
- Supervise Accounting Assistant positions.
- Ensure compliance with all regulatory requirements as relates to finance which include tax and charitable regulations.
- Promote a health and safety culture within Corporate Services by ensuring compliance with the Occupational Health and Safety Act, other applicable legislation, regulations, and GRCA policies and procedures.

Education

- University degree in finance or business and Chartered Professional Accountants (CPA) designation.

Experience

- At least 6 years of relevant experience. Prior leadership experience in a public sector organization is preferred.
- Strong knowledge of generally accepted accounting principles (GAAP) including Public Sector Accounting Standards and not-for-profit accounting. Working knowledge of auditing standards, HST legislation and regulations.
- Demonstrated competence using financial accounting systems (Dynamics GP ERP Software) and Microsoft Office suite.
- Strong written communication skills with demonstrated ability to prepare financial statements, correspondence, technical reports, board reports and other documents.
- Experience with policy development, procurement, and contract administration.
- Strong verbal communication skills with experience presenting information and making recommendations.
- Knowledge of Conservation Authorities' roles and responsibilities.
- Demonstrated organizational, leadership and team-building skills. Strong collaboration skills on cross-departmental teams, and with external agencies, other partners and third parties as applicable.
- Basic knowledge of workplace legislation including, but not limited to the Employment Standards Act, WSIB, Occupational Health and Safety Act, Ontario Human Rights Code, and AODA.
- Valid driver's license and ability to drive within the watershed.

Competencies

Professional Judgement

Demonstrated ability in the area of critical thinking, analysis and assessment of risk and implications, making connections of underlying issues and ownership of the outcome. Sound

judgment resulting in fair, efficient and effective decision making bringing clarity and resolution to complex and ambiguous situations, and discretion in dealing with confidential information. Ability to carry out interest based conflict resolution. Managing emergencies decisively and effectively striving for minimal cost and disruption to individuals and the organization. Provides consistent and reliable advice in financial matters and interpretation and application of purchasing policy.

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity and fairness when dealing with employees, stakeholders, vendors, customers, other agencies and third parties.

Goal/Action Oriented

Effective problem solving, collaboration, negotiation and facilitation skills. Develops goals that align with and support the strategic plan. Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated ability to work under pressure and handle multiple tasks simultaneously with changing or competing priorities. Achieving high standards of performance from others is important. Excellent organizational and time management skills.

Team Work

Interacts with people respectfully and effectively as part of a team. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. Demonstrated ability to build partnerships and alliances with peers, partners and staff. Exceptional internal communications skills are required for staff relations, working with other internal teams to achieve mutually beneficial outcomes and to provide support to other programs within GRCA.

Leadership

Maintains a calm and professional attitude in the face of change, stressful situations and challenges. Creates a climate in which people want to do their best. Effectively manage employees, developing a team atmosphere, providing information to employees and having strong interpersonal skills whereby employees feel comfortable raising concerns and questions. A high level of personal and professional excellence including the ability to align personal and organizational values. Excellent interpersonal and people management skills including the ability to attract, retain, coach and develop others. Demonstrated ability to ensure a safe working environment while being innovative, flexible and open to change.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with other staff, external stakeholders, and other agencies. Works in close collaboration with staff to keep them apprised of relevant information and significant issues in a timely fashion. Demonstrated ability to build ongoing working relationships and communicating with tact and diplomacy.

Compensation and Benefits

- Salary Range \$97,346 to \$118,436 working 35 hours per week
- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.

- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

Approximate Start Date: November 2024

To Apply: Please send a resume, cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote “Financial Controller” in the subject line.

Deadline for Applications: Noon October 15, 2024

We thank you for your interest, however only candidates under consideration will be contacted. GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.