

Financial Controller

JOB PROFILE

Position Summary:

This is a multi-functional position reporting to the Chief Administrative Officer and providing leadership for all financial areas of a growing organization. Key functions will be leading the financial reporting and controls within the organization and recommending enhancements or changes to enable future growth.

Duties may include:

- Manage all accounting operations including Billing, A/R, A/P, GL and Payroll.
- Coordinate and direct the preparation of the capital and operating budget, financial forecasts and report variances.
- Responsible for maintenance of all financial records and a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.
- Prepare, publish and report on timely monthly financial statements.
- Responsible for all banking transactions, including reconciliation of all accounts.
- Overall responsibility for the pension, benefit and insurance programs for the organization including research to ensure the Commission is receiving the best value for dollars spent.
- Research required regulatory reporting plus preparation and submitting of same.
- Assist with research and preparation of grants available to the Commission.
- Key liaison for the Commission with contracted external auditors.
- Support month-end and year-end close process.
- Ensure quality control over financial transactions and financial reporting.
- Manage and comply with local, provincial and federal government reporting requirements and tax filings, including GST.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Supervise accounting and customer service staff as required.
- Additional controller duties as necessary
- Provides strategic analysis to support improved decision making as required
- Other duties as required.

This position will require a very organized, multi-tasking individual who understands the complexities of financial management within a public organization.



Qualifications:

Education (minimum)

- Bachelor's Degree
- Canadian CPA designation (CMA, CA or CGA)

Experience

- Minimum five (5) directly related senior accounting/finance experience in a fast-paced office environment.
- Municipal government experience is an asset
- Public transit, transportation experience considered an asset
- Experience in development and reporting on Key Performance Indicators
- Financial statement preparation and analysis
- Customer service
- Experience with cloud based accounting software.

Knowledge, Skills, and Abilities

- Excellent organizational, public relation and time management skills
- Must be able to multi task to achieve deadlines and meet the needs of multiple stakeholders
- Ability to work independently, create own direction, must be able to set own achievement targets
- Excellent oral and written communication skills in English
- Ability to perform duties calmly and efficiently and provide information and general assistance to internal staff and the public.
- Knowledge of general office organization and proficiency in the operation of all general office equipment
- Excellent proof reading skills, as it relates to grammar, spelling, punctuation and accuracy within financial programs.
- Considerable knowledge of software applications, particularly QuickBooks or other financial software, plus MSOffice applications

Working Conditions

This position is primarily an office position with weekday hours (35-hour work week). Some external meetings will be required, and the position has significant contact with the public and other employees. The office environment has moderate noise levels, controlled temperature, and no direct exposure to hazardous physical substances.

This position is full time and is eligible for the Local Authorities Pension Plan and Health/Dental benefits as a member of the BVRTSC plan with Manulife. We offer a relaxed but professional office environment, Active Living Purchase Assistance Loans, Roam Public Transit Pass, flexible working hours and more.



Bow Valley Regional Transit Services Commission