



**Position Name:** Controller

**Location:** 120 Skyview Ranch Drive NE  
**Employee Status:** Full Time  
**Reporting To:** Finance Board Member and Executive Director  
**Date Available:** Immediately  
**Application Closing Date:** Until a suitable candidate is found  
**Rate of Pay:** To be commensurate with qualifications, training, and relevant experience

Designed to improve quality of life, the Multi-Generational Housing & Community Centre includes designated supportive living and long-term care spaces for seniors that promote mental, physical, social, and spiritual well-being. We are committed to best in class care for our residents and are looking for individuals to join our family. We have a great opportunity if you would like to work at our state of the art, inter-generational campus, and are committed to serving our residents with care and compassion

### **Position Summary**

Multi-Generational Housing & Community Centre campus is currently looking for a dedicated, motivated, and passionate individual to join our team as a Controller. The Controller will be responsible for planning, directing, and coordinating all accounting functions for the organization. You will be managing financial processes, overseeing, and executing accounting activities.

Working closely with the Executive Director and volunteers, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of our business, while ensuring we're compliant with all bank covenants, tax and Alberta Health Services regulations with management and the Board. You will lead continuous improvement of our financial processes and systems, and improve internal controls where required.

### **Typical Duties and Responsibilities**

- Manage all accounting transactions
- Lead budget cycle and prepare annual budget in collaboration with stakeholders
- Prepare monthly management reports including variance analysis of actuals to forecast, reporting of key operational key performance indicators, and providing insights to senior management.
- Prepare GST filings where required
- Prepare and assist in filing corporate charity and/or not-for profit returns
- Lead continuous improvement of financial processes, policies and procedures.
- Optimize use of technology to improve efficiency of the finance function
- Maintain integrity of accounting systems, diving deep into data and performing ad-hoc analysis
- Publish financial statements in compliance with financial policies and regulations on time; handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable and ensure timely payments and collections
- Assist financial external, internal and Alberta Health Services Auditor in annual audits.
- Prepare and submit reports as it pertains to bank covenants and requirements
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Complete reports to Alberta Health Services



**Qualifications:**

- Bachelor's Degree in Accounting, Finance, or relevant Business Administration degree
- Designation as Chartered Professional Accountant (CPA) preferred
- Work experience in Accounting and Finance, a minimum of 3- 5 years preferred

**Experience:**

- Supervisory experience (Preferred)
- Previous experience with financial reporting, bookkeeping, and accounting systems
- Management reporting and knowledge to help set up systems effectively
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP) and Canadian Accounting Standards for Not for-Profit Organizations.

**Skills and Abilities:**

- Hands-on experience with accounting software like Sage and QuickBooks
- Advanced MS Excel skills
- Strong attention to detail and good analytical skills
- Ability to complete duties with minimal supervision
- Excellent time management and follow-up skills, able to juggle multiple tasks simultaneously
- Team player with experience in a cooperative and collaborative environment.
- Communicate with various levels of management, site staff, external funding agencies and peers
- Consistently demonstrate integrity, a strong work ethic and professionalism and earn the trust and respect of others
- Be tactful, diplomatic, and discreet with the interpersonal skills to establish and sustain relationships with a wide variety of internal and external parties including site administrators, suppliers, health authority contacts and auditors
- Ability to take ownership to improve our existing finance processes

**Note:**

The successful applicant for this job posting must provide satisfactory proof, or have such proof on file, that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, Multi-Generational Housing & Community Centre shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.

*To further protect our residents as well as other employees and volunteers, **Multi Generational Housing & Community Centre requires all employees to produce a clear Vulnerable Sector Search within 6 months prior to starting work.***

All interested applicants should email resumes to: [hr@generationscalgary.com](mailto:hr@generationscalgary.com)