



Internal & External posting

May 11, 2023

KidsAbility empowers children and youth with special needs to realize their full potential.

Controller
1.0 FTE 37.5 Hours per Week
Commencing ASAP
Primary Site: Waterloo

KidsAbility is an equal opportunity employer that is dedicated to over 65 years of proven community outreach and servicing of families across the Waterloo and Guelph Wellington Regions. With core values such as collaboration, respect, accountability, integrity, and inclusion, KidsAbility offers employees:

- Employee Assistance Programs, matching RRSP and health and dental benefits
- Generous paid time off including vacation, paid personal days, summer and Christmas closure
- Professional development opportunities and support
- Organizational transparency on mission, visions, and future development
- Social Events and opportunities to give back to your community.
- A supportive and caring work environment with a strong focus on client service and supporting staff to meet our mission critical work.

As a member of the Operational Leadership Team, the Controller is responsible for providing strategic guidance and planning for the successful delivery of Finance, Client Information Services, and Facilities functions within KidsAbility's Organizational Services. An exceptional team builder, the Controller forms interactive, supportive and high functioning teams. The Controller ensures that quality supports are provided to staff, government funders and vendors. This is achieved directly and through effective supervision of the teams within their portfolio. The Controller works closely with the Associate Directors and Joint Leadership team within the organization and provides them with information to assist them in making effective decisions regarding program development, implementation and evaluation. The Controller also acts as a resource to these teams to educate them regarding finance and accounting processes and to explore how the finance team can provide additional support to assist programs and facilities.

Together with the VP of Finance & Organizational Services, the Controller is an excellent people person who works with staff to enhance and improve co-ordination, effectiveness and efficiency between Finance, Client Information Services and Facilities and all other functional areas.

This role will focus on:

- Promoting and supporting KidsAbility's Mission, Vision and Values by being a positive role model for staff;
- Maintain a high level of employee engagement and promote a positive organizational work culture;
- The Controller manages the accounting, financial analysis, payroll and reporting functions
- The Controller establishes and maintains robust finance systems and controls within the organization
- The Controller assists the VP of Finance & Organizational Services in carrying out their fiduciary responsibilities
- Act as an ambassador for KidsAbility in the community and represents KidsAbility with external stakeholders as directed
- Perform with the direction of the VP of Finance and Organizational Services to advance the strategic priorities and business plan of the organization
- Works with Senior Leadership, Associate Director team and Joint Leadership teams to establish long range goals, business plan objectives and strategies;
- Leads change initiatives as directed and in accordance with the organizational business plan and strategic plan.
- Is a resource to the Board of Directors and committees of the Board as directed by the VP of Finance and Organizational Services;
- Ensure compliance with all regulations and legislative direction within the scope of responsibilities;

- Accept responsibility for additional assignments that may be determined by the VP of Finances and Organizational Services from time to time
- After-hours support in a rotating role as on-call supervisor

Qualifications

- Accounting designation or Bachelor of Commerce and/or related work experience.
- Minimum of five years' experience in a senior accounting role in a complex, professional services environment preferably combined with organization or system-wide experience in the funding of health or social services.
- Proficiency with Microsoft Suite of applications
- Must have strong analytical skills, be organized and detail minded, be able to prioritize tasks in order to meet strict deadlines and have excellent follow-up.
- Experience in direct supervision of staff which involves establishing departmental objectives, mid-range policies and operational direction for staff. Demonstrated experience in building strong teams is required.
- Common sense, maturity, accuracy, friendly, courteous, customer service oriented, positive, team player

- Demonstrated collaboration skills working with diverse groups.
- Strong organizational skills with the ability to work both independently and as part of a team
- Demonstrated ability to use word processing, data processing, management and analysis software, e mail and web-based software.
- Valid Ontario Driver's License, and availability of a motor vehicle required.

Interested applicants should submit a cover letter and resume, only if you have the stated requirements, by end of day **May 26, 2023**, to:

Human Resources
recruitment@kidsability.ca

Equity, Diversity, and Inclusion are core values at KidsAbility. We are an organization that values, respects, and celebrates the diversity of all. We are committed to creating a more inclusive and barrier-free work environment for all staff. We encourage applications from visible minority groups, women, Indigenous peoples, and persons with disabilities. We also welcome applications from all people, without regard for religion, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, genetic information or any other ground protected by applicable law.

KidsAbility strives to create an accessible and inclusive recruitment process. If you require any accommodation, please contact Human Resources in advance for assistance at recruitment@kidsability.ca.

Please note that all prospective KidsAbility employees are subject to mandatory immunization requirements, including the full and ongoing COVID-19 vaccination, as a condition of obtaining and maintaining employment. We will make accommodations as directed by the Ministry of Children, Community and Social Services and the Chief Medical Officer of Health.