

Job Description: Controller

POSITION

The Business + Higher Education Roundtable (BHER) has a 12-month position for a financial Controller to support BHER's broader financial and strategic goals. In this role, you will be the lead finance person within the organization and report to the Director of Corporate Services. You will be responsible for timely financial accounting and financial reporting. You will be responsible for forecasting, audits and budgets.

The role will focus on developing and refining internal processes and ensuring BHER is reporting accurate financial information to our funders, members and partners. You will be responsible for membership and grant-based funding as well as all financial processes. Superior organizational skills are required.

The successful candidate will bring 7 years of experience working in progressively senior roles. Experience in the not-for-profit sector, and specifically handling federal government funds, is a strong asset.

As a member of the BHER's Corporate Services team, you will:

- Report to BHER's Director of Corporate Services
- Be part of a dynamic team in a growing organization.
- Work on other specific tasks as required to support BHER's growth and development.

TERM

40 hours per week, with limited weekend and evening requirements. When health regulations allow for it, some travel may be required.

Start date: April 2021 preferred.

COMPENSATION AND BENEFITS

- Salary range: \$80,000 to \$95,000 per year
- Performance bonus may be considered
- 3 weeks vacation
- Benefit Plan

LOCATION

BHER's head office is located in Ottawa. Given the current context, initially the work will be performed remotely (all BHER staff currently work remote.)

CORE RESPONSIBILITIES:

- Managing accounting operations, including:
 - Building systems and processes to ensure payment of invoices and bills
 - Management of payroll, accounts receivable and accounts payable, tax returns, and remittances
 - Assembling forecast reports
 - Preparation of EFT and deposits
 - Address requirements of audit each year
- Reporting functions, including:
 - Managing regulatory reporting
 - Preparing financial statements, and reconciliations
 - Management of government grant applications, claims, and reports
 - Production of monthly financial statements
 - Production of monthly cash flow and forecasting
- Managing relationships with external vendors and direct supporting staff
- Project management, alongside the Executive team.
- General operational administration duties, including managing contracts, being involved in special initiatives, facilities management, and management of IT service contracts.

MINIMUM QUALIFICATIONS:

- A post-secondary degree in accounting, commerce, or related field. A CPA designation is required;
- Minimum of seven years experience in an accounting function, including managing complex budgets, with strong attention to detail and follow up;
- Supreme organizational skills;
- Solid knowledge of generally acceptable accounting practices, financial systems, and budgets, in a not-for-profit context;
- Experience managing government funded projects, including budgeting, cost controlling, claim reporting, and other reporting requirements;
- Strong written and verbal communications skills; and
- Must be able to legally work in Canada.

TO APPLY

Please send a cover letter, resume, and any necessary disability accommodations to Jennifer.Riopelle@bher.ca. Please include names of three references (including contact information).

DEADLINE

March 8 2021

About BHER

The Business + Higher Education Roundtable (BHER) is a non-partisan, not-for-profit organization bringing together Canada's largest companies and leading post-secondary institutions. Since 2015, BHER has worked to harness the strengths of Canada's business and post-secondary education sectors to build opportunities for young Canadians, boost innovation and drive collaboration.