



Job Posting

Title: **Controller**
Department: Business Office
Reports To: Chief Financial Officer
Posting Dates: November 19 – November 30, 2018

Havergal College is a pre-eminent Canadian independent school for girls from JK to Grade 12. We are seeking an innovative, enthusiastic, and dedicated individual to join our faculty and staff as the **Controller**. This is a full-time position.

Position Summary:

The Controller leads the accounting team in the Business Office with five direct reports. The Controller brings to bear effective use of technology to deliver key responsibilities. These include financial accounting and reporting, tax receipts for parents, cash flow, short-term investments, forecasts, procurement, capital assets, leases, payroll, accounts payable and accounts receivable for Havergal College. The Controller also assists with the preparation of annual budgets, Havergal College Foundation accounting, and the preparation of analytical reports for both entities. Working in close collaboration with all departments of the school, the Controller identifies and implements efficient processes, strong internal controls, and ensures adherence to policies and regulations. The Controller serves as a member of the Pension Sub-Committee. Occasional evening and weekend work may be required as job duties demand.

Responsibilities:

- Hires, trains, evaluates and manages accounting, payroll, donor services, and retail staff.
- Evaluates internal controls for improvements and provides strong continuous process improvement for department functions.
- Oversees month-end close processes and related reporting, ensuring completion within the established timeframes.
- Prepares annual financial statements, T3010 for the College, and HC Properties Ltd. tax returns; reviews all working papers and lead sheets for audit and works with auditors to ensure a smooth audit in a timely manner.
- Provides additional support to staff to prepare year-end materials as needed.
- Reviews capital spending process working with various departments to help ensure planned spend matches actual spend.
- Ensures organizational compliance with procurement, signing and authorization, and travel and entertainment policies



- Reviews cash flow and investment of surplus funds. Ensures investment of surplus funds are for the appropriate timeframe and approved deposits vehicles.
- Reviews the school's funding needs, organizing bank draws or organizing new bank loans or lines of credit as necessary.
- Develops and maintains long-range financial plans and models.
- Participates in budgeting process and review of analysis and trends.
- Participates with reviewing insurance needs and preparing yearly renewal documents.
- Supports the CFO in the preparation of materials for Board and Board committee meetings.
- Supervises the Payroll staff to generate accurate and timely monthly, bi-weekly and year-end payroll, including salaries and all benefits.
- Reviews and approves payroll costing and enters to accounting system.
- Reviews and provides input into the College's benefit and pension plans. Oversees the administration and regulatory requirements of plans.
- Provides payroll forecasts and budget to actual analysis on a monthly basis.
- Prepares yearly payroll budget.
- Conducts a yearly review of employee taxable benefits and calculations; reviews any emerging issues.
- Reviews T4 and T4A reconciliations including PA calculations.
- Member of the Pension Sub-committee. Prepares materials for meetings as requested.
- Ensuring compliance with tax receipting rules, manages donor-receipting process and donation reporting for tax and annual publications.
- Analyzes financial information to generate tax receipts for parents.
- Knowledge of Foundation funds and their restricted related purposes in order to review the expense-matching process to coordinate yearly Foundation draw.
- Ensures compliance with government reporting for payroll and other statutory reporting
- Reviews invoices and other requests for payment, ensures proper account coding and approvals, and signs cheques.
- Oversees timely student overdue account collection.
- Assists staff, students and parents with accounting related enquiries.
- Prepares account analyses and material for industry surveys, as required.
- Has oversight of the school's accounting systems and the underlying data.
- Oversees special projects and procurement related activities.
- Familiar with all job functions in the Business Office and able to backfill if needed.
- Participates as member of the Data Integrity Team.
- Participates in ad-hoc teams or committees as required.



Qualifications, Knowledge and Experience:

- Accounting designation – CGA, CMA or CA
- Knowledge of not-for-profit accounting and reporting
- Experience with implementation of internal controls and process improvements
- Cash handling/management/investment skills
- Budget experience and proven analytical skills, accuracy and attention to detail are a necessity
- Payroll, benefits, and pension experience required
- Knowledge of retail systems
- Ability to handle multiple priorities
- Excellent supervisory, interpersonal and communication skills, both written and verbal
- Strong customer service focus (parents, staff, students)
- Diplomacy and ability to work successfully with volunteer groups
- Superior skills in Excel, Access, MS Office and other database systems required with experience using on-line tools
- Ability to maintain high standard of discretion dealing with confidential information
- Commitment to Havergal’s vision, mission and values

Employment and Application Details:

Our faculty and staff are the competitive advantage at Havergal College. We offer a competitive compensation and benefits package. Qualified and interested candidates should apply by **November 30, 2018** in confidence to careers@havergal.on.ca and include in the subject heading “Controller”.

We thank all candidates in advance. We will, however, contact only those selected for an interview. **No phone calls please.**

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at careers@havergal.on.ca.