



Controller

Calgary Homeless Foundation (CHF)

Working with homeless-serving agencies and community partners, Calgary Homeless Foundation guides the fight to end homelessness in Calgary. We do that through collaboration and co-creation with all orders of government, public systems, homeless-serving agencies, the private sector, faith-based communities, foundations, and Calgarians. Through agile system coordination aligned with research and data, we find innovative and evidence-based supportive housing solutions for people at risk of or experiencing homelessness. Our approach ensures that our city's resources are allocated in a cost-effective manner to provide a full spectrum of services, solutions, and homes for all Calgarians.

We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high impact team and have partnered with **CultureSmith Inc.** to help us with our current need.

The Position

Reporting to the Chief Operating Officer (COO), the Controller is responsible for supporting the success of the organization's strategies through management of Calgary Homeless Foundation's accounting, financial, office services and contract and procurement systems. The Controller ensures the provision and delivery of sound financial structures, controls, processes and procedures that are supported by appropriate financial reporting software systems in accordance with generally accepted accounting principles (GAAP).

The Controller is responsible for financial and operational analysis of CHF funded programs, services, and operations. This includes assessing available data from programs and services in conjunction with financial data to examine outcomes and results and provide comprehensive reports regarding progress to plans.

The Controller works closely with all CHF functional leaders in support of effective financial processes as well as legal and insurance firms, agencies, committees, contractors, government and industry professionals as required to both represent CHF and conduct the key responsibilities and accountabilities.

This position is responsible for the supervision of a team including an Intermediate Accountant, Accountant, Contracts & Procurements Advisor, Office Coordinator and Business Analyst.

Our Staff

CHF staff are action-oriented individuals who are catalytic leaders, courageous collaborators, evidence inspired, and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, to add value to the full community. They work

cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment and resourcefulness; exhibit excellent communication and relational skills; demonstrate thoughtfulness and intelligence in decision making; and are focused on creating positive outcomes for persons experiencing homelessness.

Accountabilities and Deliverables

Finance and Accounting

The Controller manages the financial functions of CHF in accordance with GAAP with appropriate accounting practices and ensures the soundness of CHF's financial structure, associated controls, processes and procedures, financial software, reporting, and interacts with key stakeholders such as banks, external auditors, and investors/funders. Main duties include managing accounting and financial systems and maintaining full and accurate accounting records including:

- Develop and implement CHF financial policies and procedures, ensuring they are aligned with appropriate legislation, improve overall effectiveness of CHF and accurately reflect internal processes and procedures.
- Provide timely monthly, quarterly and annual reporting, forecasting, management discussion and analysis of financial results and actual to budget variance analysis for management and the Board.
- Monitor the general ledger and payroll systems for accuracy, insuring all material accounts are reconciled on a quarterly basis at a minimum.
- Ensure compliance with agreements with all regulatory and funder reporting requirements, including, but not limited to: reports to the community, Canada Revenue Agency filings, donation receipts, insurance filings, claims reporting and reports to funders (government and private).
- Lead, plan, coordinate, obtain Board approval and oversee monitoring of the annual operating and program budgets.
- Develop annual business plans in areas of responsibility.
- Lead internal or external audit activities and implement improvements which arise from audits.
- Lead reporting required for the Audit and Risk Management Committee.

Operations

- Oversee payroll and benefits administration.
- Oversee and guide the Office Services function including contract administration, records management, general office operations and reception.
- Oversee and guide the contracts management and procurement function, ensuring CHF uses a best-practice fair and accountable procurement process.
- Ensure legal and financial records are current and maintained in accordance with accepted standards and regulatory requirements for the charitable sector.

- Provide direct leadership, coaching, mentoring and support to direct reports.
- Establish and monitor organizational performance and development goals, assign accountabilities, set priorities and develop staff using a collaborative approach.
- Promote a culture of high performance, innovation, continuous improvement, and collaborative spirit that values learning and a commitment to quality.

Education and Experience

- Accounting designation (CPA) and 10+ years of accounting and financial reporting experience at a senior management level.
- Prior responsibility for full cycle accounting and finance functions, including reporting, analysis, and issues resolution.
- Prior experience in the public and/or charitable sectors is an asset, including sophisticated fund and grant accounting, compliance, and reporting.
- In depth knowledge of Great Plains and Quick Books and/or related accounting software packages.
- Proficiency in Microsoft Office 365 software programs.
- Exceptional verbal, written, listening and interpersonal skills to convey concepts, statistical, analytical, operational and financial information.
- Team builder with commitment to create and support an environment that enables staff to achieve results and develop and build organizational capacity for the future.
- Excellent leadership and interpersonal skills, able to engage with stakeholders of diverse and at times competing interests to work towards achieving a common agenda.
- Excellent time and resource management skills, with the ability to lead and drive change.

General Competency Requirements

- **Personal Initiative:** Self-starter with willingness to learn on their own.
- **Culturally Congruent:** A passion for, belief in and communication of CHF vision, mission and core values. Demonstrates a strong service ethic and customer service approach.
- **Teamwork:** Ability to work independently and as part of a team. Is willing to provide assistance and support to others and defines success in terms of the whole team.
- **Organizational:** Is able to manage multiple projects and prioritize work based on various deadlines; high attention to detail
- **Collaborative and Collegial:** Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community in a collaborative manner.
- **Communication:** Excellent listening, verbal and written communication skills combined with an ability to communicate effectively with a diverse group of key external stakeholders

- **Analytical:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly.
- **Results Oriented:** Sets high standards of performance including setting goals and priorities that maximize available resources to deliver results against CHF direction, objectives and public expectations. Will monitor progress and make adjustments as necessary on an ongoing basis.
- **Project Management Skills:** Proven strong project management skills with ability to multi-task and set priorities within tight timelines.
- **Enhancing Organizational Image:** Focuses on building and protecting the image, reputation and long-term interests of CHF including promoting CHF's reputation as a leader in ending homelessness.
- **Resource Management:** Is able to identify, obtain and effectively allocate resources required to achieve CHF goals and applies appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust based on professionalism, expertise and ability to create solutions and deliver desired outcomes.
- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Calgary Homeless Foundation has partnered with **CultureSmith** on this Search. For more information on the role or to apply please email your resume and cover letter directly to:

Tony Harvie, Partner
CultureSmith Inc.
tony@culturesmith.ca



We thank those applicants who are interested in this position; however, only those candidates selected for an interview will be contacted.

Please note that Calgary Homeless Foundation requires the successful candidate to provide a police information check as a condition of employment.