



FINANCIAL CONTROLLER – Permanent Full-Time
SCHEDULE: Monday-Friday / 37.5 hours per week
SALARY RANGE: \$85,000 - \$95,000

Menno Place is accepting applications for a Financial Controller. Menno Place is one of BC's largest campuses-of-care providing residential care, assisted living, home support and independent living to 700 residents. Founded in 1953 by the Mennonite Benevolent Society, we have been privileged to serve the physical, emotional, spiritual and relational needs of thousands of residents and their families <http://www.mennoplace.ca>

The Financial Controller will provide leadership and expertise to the finance team. Primarily responsible for planning, directing and coordinating all operational accounting functions. This includes accumulating and consolidating financial data for preparation of financial reports and supporting documentation according to monthly and yearly schedules. As a system administrator for the GoldCare ERP system, the Controller will assist with the maintenance and updating of the system. Other duties include preparation of the annual budget and preparation for the annual year-end audit. This position is essential for maintaining the financial integrity of our organization and ensuring compliance with all regulatory requirements. The Controller will play a vital role in financial planning, reporting, and management, contributing to the charity's mission of delivering quality healthcare services to our community.

Primary Responsibilities:

- Oversee the preparation and management of monthly financial statements, budgets, and forecasts.
- Ensure compliance with all applicable accounting standards and regulations specific to not-for-profit organizations.
- Coordinates accounts payable and receivable, ensuring timely and accurate processing.
- Conduct regular review of financial processes and internal control systems to maintain transparency and accountability, offering recommendations for improvement and implementing new processes.
- Responsible for the contract management process for the society.
- Assist in preparing annual reports and presentations for the Board of Directors.
- Collaborate with department heads to develop, monitor, and advise on program budgets.
- Support the preparation of grant applications and financial reports to funding agencies.
- Oversee payroll processes, ensuring accuracy and compliance with tax regulations.
- Monitor cash flow and manage banking relationships.
- Provide guidance on financial matters to management and executives.
- Providing leadership and expertise to the finance team.
- Managing the accumulation and consolidation of all financial data for accurate accounting of all Menno's operating divisions.
- Maintain and improve effective internal control structures to ensure reliability of financial reporting.
- Review and approval of month end and year end journal entries.
- Preparation of year end working paper file for audit.
- Liaison with auditors during yearend audit fieldwork, assist with preparation of year end audited financial statements and tax filings.
- Review, approval and submission of Fraser Health Authority and Ministry of Health reports and requests for information.

- Compilation and tracking of budgets prepared by operating and administration staff, securing approval of same by the DOF.
- GoldCare system administrator.
- Work with DOF on future strategic planning initiatives.
- Liaison as needed or directed with government agencies e.g. Fraser Health Authority, British Columbia Housing Management Commission, and Canada Revenue Agency.
- Supports grant writing related to fundraising efforts of the society.
- Such other functions as may be assigned by the DOF.
- Demonstrated ability to engage a team and colleagues.
- Sets relevant and realistic KPIs for the finance team in conjunction with the Director of Finance.
- Develop internal and external coalitions to promote and manage change, when needed.
- Incorporates servant and transformational leadership principles when managing a team.

Education and Experience:

- Post-Secondary Degree in Business Administration, Accounting or Finance
- Canadian CPA designation (or nearing completion).
- 5+ years of experience in applicable financial management.
- Strong working knowledge of accounting principles, practices and applications.
- Experience and knowledge in managing accounting, reporting systems and internal controls, and audits performed by external audit firms.
- Financial analysis, budgeting, and strong working knowledge of CRA's requirements for not-for-profits and excise tax are required.
- Advanced proficiency with Microsoft Office applications – Excel and Word.
- Previous experience in a finance role, preferably within a not-for-profit or healthcare setting, is an asset but not required.
- Previous experience working within a financial business partner model would be considered an asset.

Personal Attributes and Character Traits:

- A commitment to the mission and values of Menno Place, with a demonstrated passion for healthcare and community service.
- High level of integrity, accountability and ethical standards, ensuring confidentiality of sensitive information.
- Adaptable and willing to take on new challenges as the organization evolves.
- Effective attention to detail and a high degree of accuracy. Strong problem identification and problem resolution skills.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Proficient communication, interpersonal and organizational skills.
- Demonstrated emotional intelligence, responding appropriately in pressure situations with a calm and steady demeanor.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, professionalism, and people management skills.
- Build and maintain relationships with other departments, key business partners, suppliers and residents as needed.

Working Conditions:

- Must be able to deal with time sensitive problem-solving situations.
- Must be able to complete some tasks assigned under tight deadlines which may require working under pressure to ensure their timely completion.
- May be required to work outside of regular office hours to complete tasks by scheduled deadlines.
- Creativity and flexibility are required to reach a resolution to problems encountered.
- Cooperation with co-workers on completing tasks and problem solving required.

Skills and Abilities:

- Ability to teach.
- Ability to communicate effectively in English both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.

Health & Safety:

- Is aware of their rights and responsibilities and follow all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations and fire drills and knows the facility fire and disaster plan.

All applicants for this job posting must provide satisfactory proof, or have such proof on file, that he/she has 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, the [Employer] shall make reasonable attempts to accommodate the applicant to carry out his/her role where possible recognizing that the health and safety of other employees and residents will be a priority.

If you are interested in this opportunity, please apply online at www.mennoplace.ca/employment-application .
Competitive compensation and benefits.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)