



# CONTROLLER

## CAREER CENTRE

Located in the Bristol Circle neighbourhood of Oakville, with easy access to the 403, QEW and the Cineplex Oakville Entertainment Centrum, Guaranteed Funeral Deposits of Canada (GFD) is a not-for-profit organization dedicated to serving bereavement professionals across Canada. Our environment is friendly, flexible and inclusive. At GFD, you will be working in a progressive forward-thinking financial services company that is growing quickly and has lots of opportunity for career growth and advancement. In this role you will gain exposure to service excellence.

## SUMMARY OF POSITION

Reporting directly to the Chief Financial Officer ("CFO"), the Controller is responsible for assisting the CFO in all aspects of GFD's financial management and credibility, oversight of statutory financial reporting, corporate governance regulatory compliance and investment portfolios.

## KEY RESPONSIBILITIES

The Controller will be responsible for but not limited to the supervision of staff; monitoring of all bank accounts on a daily basis; reviewing bank reconciliations; ensuring reporting deadlines are met; reviews and approves cheques and EFT remittances; trend analysis; reviews the preparation of trial balance and financial statements; prepares variance analysis to budget and prior year; reviews monthly investment portfolios; ensures accuracy in all areas of responsibility; prepares reports for CFO and the President; and acts as technical and subject matter expert to support strategic initiatives.

## QUALIFICATIONS

**The successful candidate will have the following qualifications and skills:**

- CPA Accounting Designation;
- 5 to 7 years experience in a financial setting or a related field preferable in a not-for-profit setting
- 3 years managing direct reports
- Experience using RBC Express, APLink, Sage 50 Simply Accounting; Logicim XL GL.
- Advanced knowledge of IFRS, IASB.
- Advanced knowledge of Excel (including macros, charting, power query and pivot tables);
- Advanced knowledge and experience with income tax filing;
- Experience with analysis, trends and investment management;
- Ability to lead and motivate teams;
- Must have excellent ability to communicate clearly at all levels;

The salary range for this position is \$60,000 to \$75,000 per annum. GFD offers a benefit plan and R.R.S.P. matching, along with paid sick and vacation time.

Interested applicants can send their cover letter and resume to the attention of Lorna Proulx at [HRCS.GFD@gmail.com](mailto:HRCS.GFD@gmail.com) with "Controller Position" in the subject line.

Deadline for accepting applications is **October 23, 2020 at 4:30 p.m.** Only those applicants chosen for an interview will be contacted. We thank all applicants who apply for considering Guaranteed Funeral Deposits of Canada as their future employer.