

JOB VACANCY

Financial Controller

Organization Summary

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

Position Summary

As a member of the management team, the Financial Controller is responsible for the museum's financial administration including accounting, payroll, benefits plan, bookkeeping, reporting, and the annual audit of the museum.

Department: Administrative Department
Reports To: Executive Director
Hours: Full time, 35 hour/week salaried position, Monday – Friday
 Occasional overtime and/or evening and weekend work as required
Salary & Benefits: \$50,000 – \$60,000 annually
 Eligible for Employee Benefits Program

Responsibilities

	Time
• Identify, record, and maintain information for all financial transactions	50%
• Process payroll and benefit plans	15%
• Manage accounts receivable and accounts payable	10%
• Maintain and prepare financial statements and reports	10%
• Coordinate and prepare the annual budget	5%
• Provide information to external auditors for the annual audit	5%
• Other duties as assigned	5%

Education

- Post-secondary education in accounting or university business degree
- Chartered Professional Accountant designation is an asset

Experience

- Minimum three years experience in bookkeeping, accounts receivable, accounts payable, payroll, budgeting, reporting, Simply Accounting, Microsoft 365
- Experience in the charitable and not-for-profit sector is an asset

Skills Required

- Sound judgement
- Well-developed organizational skills and strategies
- Ability to set priorities and meet deadlines
- Ability to work independently and in a team environment with staff and volunteers
- Cultural awareness and sensitivity to working with staff, volunteers, and other stakeholders with a wide variety of needs

Skills Desired

- Understanding of HR principles and processes
- Possession of a Class 5 driver's license and access to a reliable vehicle an asset

Conditions of Employment

- Acceptable results on a Police Information/Vulnerable Sector Check and a Child Abuse Registry Check. Checks must be received in advance of start date.
- Proof of COVID-19 Immunization
- Use of provided face mask

To Apply

- Forward resume and cover letter outlining suitability for this position to Sara Hancheruk, Executive Director, at shancheruk@childrensmuseum.com.
- The Children's Museum is committed to fostering a working environment that supports diversity, equity, and inclusion; and welcomes applications from all, especially those from under-represented groups. If you require accommodation when applying, please contact shancheruk@childrensmuseum.com.

Deadline

- Friday, March 18, 2022 at 4:30PM