



## **FINANCIAL CONTROLLER**

**LOCATION:** Calgary, AB

**HOURS:** Average 10 hours/week

### ***What will you offer?***

You walk daily with Jesus Christ, and your life exemplifies Harvest Hills Alliance Church's (HHAC) vision and values. As the Financial Controller for HHAC, will provide financial verification, controllership, and coordination. Your passion for detail-orientation and accuracy are exemplified as you complete accounting, cash management and year-end processes. Your talent for weaving accounting fundamentals into the big picture is leveraged as you identify trends through regular reporting and work through the annual budget process, making recommendations for future changes.

Your exceptional organizational skills are well-used in this role, as you work to manage competing priorities. While your work is behind the scenes, you understand how valuable your function is in ensuring HHAC has the ability to be the hands and feet of Jesus to all those we encounter.

You use your skills as a collaborator in working with the Bookkeeper, Treasurer and Management Team. You leverage your strong verbal and written communication skills as you collaborate with these parties.

You are a self-motivated learner who keeps abreast of emerging trends and changes to Generally Accepted Accounting Principles (GAAP) and Canada Revenue Agency (CRA) regulations.

### ***In turn, what can HHAC offer you?***

At HHAC we have a supportive work environment where we take the time to know you on an individual level. We understand that your personal life is just as important as your work life. This is a part-time position with an average of 40 hours per month. The hours are flexible, and can be worked either one week per month or an average of one day per week. There may be times during the year, such as the budgeting season, where there is a need for additional hours. This is a hybrid position.



## KEY RESPONSIBILITIES

The primary responsibilities and estimated workload % of each are as follows:

- Reporting (20%)
  - Run and review weekly, monthly, and quarterly reports. Summarize in a dashboard for the Treasurer and staff.
  - Run and analyze quarterly actuals vs budget reports. Summarize in a dashboard for the Treasurer and staff.
- Verification (15%)
  - Verify that each fund is balanced quarterly and prepare journal entries to rectify imbalances.
  - Provide expense vs capital asset accounting treatment for capital fund spending.
  - Verify weekly giving.
  - Work with the Bookkeeper on accounting issues.
  - Oversee accounting and bookkeeping.
  - Clean up the chart of accounts.
  - Oversee the charitable receipt process.
- Budgeting (25%)
  - Coordinate the budget process and prepare drafts for Board review and final approval.
  - Hands-on involvement in updating the budget model, making budget inputs and adjustments, and attending budget review meetings.
  - Prepare the Treasurer for budget Board Meetings and the Annual General Meeting (AGM).
  - Align budget and accounting and oversee the budget input into the accounting system.
- Controllership (25%)
  - Coordinate the year-end process, including the annual engagement review with an accounting firm. Work with the Bookkeeper on schedule and year-end information preparation and interface with the accounting firm.
  - Review and verify the accuracy of the T3010 return.
  - Prepare the Treasurer for the AGM.
  - Approve journal entries, payroll, cheque requisitions, and time sheets.
  - Approve spending, expense reports, and GST filing.
  - Work with the Treasurer and the Management Team on spending decisions.
  - Develop control checklists and review them with the Treasurer.
  - Work with the Management Committee and the Facilities Manager on asset lifecycle management.
  - Coordinate the documentation of financial policies and processes.



- Advise and prepare the Treasurer for Board and Congregational meetings.
- Cash Management and Investment (5%)
  - Work with the Treasurer on cash management.
  - Interface with the bank on any banking issues.
  - Work with the Treasurer to monitor the investment.
- Other (10%)
  - Coordinate responses to ad hoc accounting issues.
  - Respond to congregants' questions and requests.
  - Monitor fund accounting, charity, and non-profit organization developments and legislation to ensure compliance by HHAC. Utilize Alliance District financial resources for information.
  - Assist in the implementation and optimization of financial technology tools.
  - Streamline processes and workflows by automating routine tasks and using technology.
  - A member of any established HHAC Finance Committee.

## QUALIFICATIONS AND COMPETENCIES

- Intentionally seeks after God and enjoys a growing relationship with Jesus Christ.
- CPA Designation or equivalent.
- Minimum 5 years progressive accounting experience.
- Experience in full-cycle accounting and external audits.
- Strong knowledge of annual budgeting, forecasting, financial analysis and strategic decision-making.
- Advanced proficiency in Microsoft Excel.
- Strong analytical, problem-solving, and written and verbal communication skills.
- Excellent attention to detail.
- Ability to work independently and take the initiative within a team environment.

**\* The successful candidate must complete a criminal background check.**

## APPLICATION PROCESS

Interested, qualified candidates should submit their resume and cover letter by using the following link <https://hhachurch.ccbchurch.com/goto/forms/205/responses/new>

We thank all applicants for their interest; however, only those selected for an interview will be contacted.