

## Position Summary

### Financial Controller and Human Resources Manager (Full time position)

#### **Financial Controller Responsibilities (70%)**

##### **Finances (35%)**

- Prepares monthly financial statements and summaries for the Executive Director, the Treasurer and/or Board of Directors, as well as yearly reports for the external auditor.
- Administers federal and provincial government reports including DAS, CSST, GST, QST as required.
- Produces cost-benefit analyses twice a year (March and October)
- Processes routine financial transactions for accounts receivable and payable services including billing, recording of payments and bank deposits, resolving outstanding balances, processing invoices and cheque requests, while responding to general inquiries from clients and vendors.
- Processes donations, expenses and other entries in the journal ledger on a weekly basis.
- Processes monthly closures of ledger entries, reconciliation of accounts, analysis of bank statements and adjustments of discrepancies.
- Oversees the cash flow management system, including petty cash.
- Takes a leadership role in program cost analysis.

##### **Payroll (20%)**

- Processes bi-weekly payroll for employees, including deductions, calculations for statutory holidays, sick days, and issuing records of employment.
- Ensures the transfer of data to the Desjardins payroll system.
- Assists the ED and Treasurer in negotiating rates, and manages the employee inscriptions and payments of insurance, employee benefits and pension plans.
- Processes vacation pay when due.
- Prepares annual payroll reports, and tax and payment summaries.

##### **Budget Preparation (10%)**

- Reviews and analyzes program revenues and expenses, and prepares forecasts for the Executive Director and Treasurer.
- Prepares budgets for funding applications, and preparation of financial components for proposals and reports to funders, in consultation with the Director of Development.

**Office Administration (5%)**

- Supervises overall Operations including Safety, Security, Computer Services and Building Maintenance.
- Oversees the management of all leases and contracts.
- Assists with administrative functions when needed.

**Human Resources Coordinator (30%)**

- Administers staffing activities, including full lifecycle recruitment and the selection of candidates after verifying work eligibility and conducting pre-employment screenings.
- Handles the on-boarding process, including staff orientations for newly hired employees and the administration of employment contracts.
- Executes employment compliance programs, including the maintenance of the Pay Equity plan, and continuously analyzes the compensation structure to ensure internal and external market equity.
- Provides benefits administration services, including staff enrollments, internal employee communication and other routine administration for group insurance and pension plans.
- Understands, executes, and effectively communicates NOVA Montréal's Human Resource policies to employees. Ensures employee understanding of impact of policies on employee payroll.
- Policy development and documentation, including performance appraisals and job descriptions.
- Advises employees on general employment standards when consulted.
- Tracks employee echelon increases, makes changes to employee hourly rate and communicates said changes to employees.
- Contributes to the organization of staff activities, appreciation days, staff celebrations, and recognition of excellence in practice.

**Qualifications**

This is an opportunity for a professional with a minimum of five years of accounting and finance experience, ideally working in the non-profit sector or within health care organizations. The candidate should also have a minimum of two years' work experience in Human Resources. Specific requirements include but are not limited to:

- Bachelor's Degree in Accounting plus a minimum of five (5) years of related experience. CPA is an asset
- Diploma or Bachelor's Degree in Human Resources or related field with a minimum of two years of related work experience.
- Solid understanding of the "Normes du Travail" as it pertains to employee management.
- Solid experience leading audit activities and managing reporting, budget development and analysis, accounts payable/receivable, payroll and accounting for investments.

- Ability to work independently with minimum supervision.
- Ability to provide financial analysis and assist as needed, in pricing decisions and contract negotiations.
- Strong interpersonal and communication skills in English and French; including presentations to the Executive Director and Board.
- A proactive, hands-on strategic thinker who will work in partnership with the Board Treasurer, Human Resource Committee and Executive Director.
- Advanced abilities with MS Office Suite required. Knowledge of SAGE accounting software would be an asset.