

## Job Posting

<b>Job Title:</b>	Controller (Contract)	<b>Job ID:</b>	17-AD-02
<b>Status:</b>	Full-time (35 hr/wk)		
<b>Department:</b>	Administration & Finance	<b>Union:</b>	Excluded
<b>Posting Date:</b>	November 29, 2017	<b>Posting Close:</b>	4:00 p.m., December 13, 2017

**Dixon Hall Neighbourhood Services** is multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Reporting to the CFO, the Controller will play a significant role in advancing Dixon Hall's mission by maintaining the high standards and supporting the continuous improvement of Dixon Hall's Finance department. The Controller is responsible for all finance operations, including: funder reporting, payroll and AP oversight, and financial statement review.

The Controller is required to perform his/her duties in a manner consistent with DHNS's Mission, Vision and Values, ensure safety, and demonstrate customer service excellence.

### Responsibilities:

- Contribute to the achievement of the organization's strategic directions.
- Management of direct reports.
- Complete funder reports accurately and on time.
- Review bi-weekly payment batches, and oversee the ongoing operations of the AP function.
- Review bi-weekly payroll submissions, and oversee the ongoing operations of the payroll function.
- Maintain effective controls within the finance functions, and make suggestions for continuous improvement of the control environment.
- Respond to queries on financial matters from internal and external stakeholders.
- Prepare finance-related Board reporting and management reporting.
- Oversee the preparation of the monthly financial statements.
- Coordinate the completion of the annual budget.
- Oversee a special project relating to Finance and Treasury Management.
- Perform review and analysis to identify operational trends within the monthly management financial statements.
- Other duties as assigned in keeping with the mission and goals of the agency and the requirements of the job.

### Qualifications:

- A Bachelors degree of higher in Accounting or a closely related field of study plus a minimum of 6-8 years working experience in the accounting field, with experience at the Controller level.
- Experience in not-for-profit accounting preferred.
- Experience in managing accounting personnel.
- Current knowledge of accounting standards and operational best practices.
- Experience completing and reviewing funding reporting.

- Demonstrated ability to manage a full-cycle budget process.
- Ability to glean operational trends from financial statements and communicate the results of a financial statement review to stakeholders throughout the organization.
- Experience drafting and reviewing financial statements, with accompanying notes.
- Demonstrate ability to oversee financial reporting, payroll, AR and AP functions.
- Excellent computer skills including a working knowledge of MS Office applications and familiarity with off the shelf account software.
  - Experience with Adagio accounting software preferred, but not required.
- Excellent written and verbal communication skills with a strong ability to exchange knowledge.
- Superior organizational, analytical, problem solving abilities. Ability to manage multiple projects and deadlines, prioritize, take initiative.
- Self-directed and independent, as well as proven experience in working effectively as an inter-disciplinary team member and in collaboration with other community professionals.
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To apply, please email your resume and cover letter as a single Word or PDF document to [hr@dixonhall.org](mailto:hr@dixonhall.org) before **December 13, 2017 at 4 p.m.** quoting **File #17-AD-02** in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.