



JOB DESCRIPTION CONTROLLER

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In this document, the masculine gender is used throughout as representative of both genders, without any intent to discriminate for the sole purpose of making the text easier to read.



ABOUT OUR CLIENT

Our client, Loeyes-Dietz Syndrome Foundation Canada (LDSF Canada) is a Non-Profit organization dedicated to fostering research, raising awareness and supporting patients and families affected by Loeyes-Dietz syndrome. The organization drives its mission forward by bringing out of the box, unique visions to fruition. This foundation receives funding from a unique Planned Giving program as well as traditional sources, and is beginning to change the landscape of how our community provides and receives education and life-saving health care. The foundation partners with leading medical and educational institutions to provide resources to the communities working and living with Loeyes-Dietz syndrome.

SUMMARY DESCRIPTION

Reporting directly to the Executive Director, in a high-growth environment context, the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will lead all day-to-day finance and ensure that LDSF has the systems and procedures in place to support effective program operations and maintain accurate records in accordance with Canadian accounting standards for not-for-profit organizations.



ROLE AND RESPONSIBILITIES

A - MANAGEMENT AND LEADERSHIP

- Supporting the Executive Director with the assessment of potential partnerships and projects;
- Assisting the Executive Director in strategic planning and tactical matters that carry out the organization's mission.

B - FINANCE AND ACCOUNTING

- Planning, directing and coordinating all aspects of accounting operational functions (general accounting, accounts receivable, accounts payable, payroll, cash management) to maintain accurate records in accordance with Canadian accounting standards for not-for-profit organizations;
- Preparing on a timely basis monthly financial statements (statement of financial position, statement of operations, statement of cash flows) and reconciliations, reporting packages and presentations;
- Preparing annual budgets and quarterly forecast (operations and cash flows) and analyzing variances;
- Reporting, analyzing and monitoring business KPIs;
- Implementing improvement initiatives related to internal controls, processes and systems;
- Developing and documenting financial, accounting and reporting policies and procedures;
- Coordinating year-end audit with external auditors and assisting in the preparation of audit schedules and information;
- Producing and managing annual tax filings;
- Ensuring compliance with all legal, tax, and regulatory requirements;
- Being the point of contact for the different external third parties, including financial institutions, consulting firms and other vendors, and government and regulatory agencies.



PROFESSIONAL QUALIFICATIONS

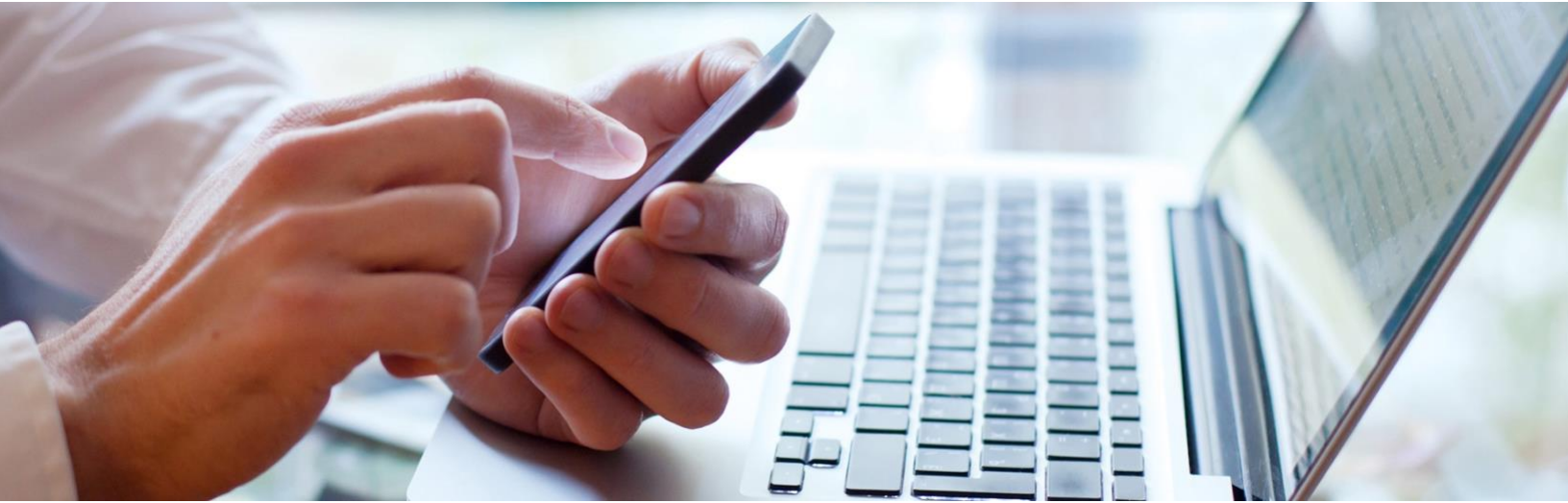
- Minimum of 7 years of experience in accounting in a high-growth environment;
- Very good knowledge of Office suite tools (Excel, Word, PowerPoint);
- Knowledge of QuickBooks, an asset.

PERSONAL SKILLS

- Ability to perform in an entrepreneurial, high growth environment;
- Strong analytical and problem solving skills;
- Autonomous, hands-on and attention to details;
- Sense of initiative and resourcefulness, and excellent judgment;
- Sense of adaptation and excellent time management;
- Strong planning and organizational skills;
- Sense of rigour and proactivity;
- Collaborative management style;
- Excellent interpersonal skills;
- Excellent written and verbal communication skills in both French and English.

EDUCATION

- Bachelor's degree in accounting;
- CPA designation, an asset.



INFORMATION

Should you require any further information, please contact us:

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Leaders International specializes in the recruitment of Board of Directors, leadership succession and executive-level positions. Our global network, **Penrhyn International**, is a world leader in the executive recruitment industry, with more than 47 offices in over 25 countries on 5 continents.