

FINANCE CONTROLLER EARLY LEARNING CHILD CARE (ELCC)

Authority

Under the supervision of the ELCC Executive Director, the ELCC Finance Controller is responsible for the planning, organizing, directing and controlling of the ELCC Financial and Administrative systems and processes in accordance with the Financial Policy and Procedures Manual.

Purpose

The ELCC Finance Controller fills an important position of responsibility in the ELCC Finance department. The ELCC Finance Controller serves as a member of the Senior Management Team and as a resource and technical advisor to the ELCC Executive Director. As a technical advisor to the ELCC Executive Director, the ELCC Finance Controller recommends the allocation of the ELCC resources according to goals, objectives and work plans.

Specific Responsibilities

- Drafting of financial and administrative policies for review and approval by the Board of Directors and ELCC Executive Director.
- Implement and monitor ELCC financial and administrative policies.
- Recommend revisions to policies to reflect ELCC ongoing development.
- Interpret financial and administrative policies for the ELCC Board of Directors and ELCC Executive Director.
- Direct ELCC finance staff in providing a full range of financial and administrative services including revenue and expenditure accounting and control, financial systems, Internal control, financial planning and analysis, material management and contracting and records management. The ELCC Finance Controller is responsible for assigning areas of responsibility, appraising finance staff, development and training of finance staff.
- Recommend priorities to external auditors, recommending timing, scope and depth of audits, analyzing all audit observations and recommending and monitoring corrective action.
- Ensure that official responses are prepared to all audit observations, that copies of the audit are forwarded on time to funding agencies, and that the audit is presented to the ELCC board of directors annually.
- Provide financial expertise and leadership in all aspects of ELCC planning and accountability process including operational plans and budgets. Critically assess plans and budgets prepared by program managers and advise ELCC Executive Director on financial implications of alternative allocation of resources.
- Responsible for routine and special analysis of the ELCC's operations in response to requirements of the Board of Directors. Also, anticipate needs and prepare analysis to

ensure that the ELCC Executive Director is provided with sufficient information to support effective decision-making.

- Serve as Financial Advisor to the ELCC Executive Director on all aspects of financial administration including advising on financial impacts of all proposed decisions, the interpretation of financial policies, and the adequacy of ELCC's internal controls.
- Responsible for the receipt, classification reporting, depositing and reconciling of all ELCC revenues and for the efficient and effective recovery of all amounts due to the ELCC.
- Responsible for account verification, payment and subsequent reconciling of all the ELCC expenditures. Exercise financial payment authority and controls all financial signing authorities in ELCC in accordance with the ELCC Financial Policies and Procedures manual. Develop, implement and operate systems to ensure that authorized spending levels, allotments and commitments are effectively contained and monitored.
- Plan and organize all required resources and processes to account for all ELCC expenditures, in a timely fashion and in compliance with the ELCC policies, procedures and schedules. Maintain coding structure so as to provide the ELCC Executive Director with sufficient relevant information to enable him/her to make effective decisions.
- Responsible for optimizing central accounting systems by requesting appropriate financial reports to satisfy ELCC needs, and recommending improvements to central accounting systems to satisfy ELCC needs. Responsible for preparation of routine and special financial reports in response to requests of the Board of Directors and ELCC Executive Director. Responsible for development of ELCC financial reporting systems as required.
- Monitor all ELCC expenditures on a regular basis, identify significant variances from budget, discuss variances with the ELCC Executive Director, evaluate financial implications of alternative actions to resolve variances, and recommend corrective actions and/or budget reallocation to ELCC Executive Director.
- Coordinate and provide financial expertise and leadership in the preparation for operational plans and budgets for submission to Board of Directors. Evaluate budgetary submissions and recommend appropriate funding levels to the Board of Directors and ELCC Executive Director.
- Identify, develop and implement effective financial training programs for ELCC finance staff (professional development planning).
- Maintenance of financial control of assets such as inventories, equipment, furnishings, etc.

Qualifications

Education & Experience

- CA, CGA or CMA or higher, with supervisory skills or training with a minimum 5 years experience in a non-profit environment. Experience working in a First Nation environment is an asset. Must have working experience with the following computer programs: Accounting Software: Quick books or Sage - Including the following Modules: Payroll, Accounts Payable, General Ledger
- Required proficiency in MS Office Software, including proficiency in Excel.

Personal

- Team ethics and crisp attention to detail;
- Ability to maintain confidentiality and exercise extreme discretion, must sign an oath of confidentiality agreement;
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy;
- Strong organizational skills, and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Strong time management skills and professionalism;
- Satisfactory criminal and child abuse record check clearance;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings by Thursday, November 18, 2021 to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

Date Posted: November 4, 2021