

Family Services Ottawa

Controller

Established in 1914, Family Services Ottawa (FSO) is a key provider of accessible counselling and support services to the residents of Ottawa. FSO is a values-driven organization and envisions, 'a community where families and individuals are strong and resilient, and have the support they need to lead healthy, fulfilling lives.' With a team of just over 60 skilled professionals and a budget of five million, this not-for-profit organization offers a wide array of programs supporting mental health issues, anti-violence, parenting, LGBTTQ+ etc. They also have a revenue-generating social enterprise; an Employee Assistance Program (EAP) that provides organizations with support and counselling services for their employees. As FSO looks to streamline its financial operations, they are seeking an agile, tenacious Controller with a track record of robust financial management.

Reporting to the Executive Director, the Controller will lead the day to day financial operations of the Agency and contribute to strategic planning, risk management, and compliance. As part of the management team, the Controller will ensure that effective financial controls, quality assurance programs and strong administrative governance systems are in place in accordance with GAAP. Working with a seasoned financial assistant, the Controller will manage month-end close and account reconciliations, budgeting, forecasting, monthly/quarterly/annual analysis & financial reporting, funder impact reports, and payroll. The Controller will also provide strategic advice and guidance on financial issues, policies, and procedures to the Executive Director.

As the ideal candidate, you bring a relevant degree ideally with a CPA designation. You have extensive experience in accounting processes, financial planning, reporting, budgeting, and payroll. You are adept with financial software and technologies including Excel, AccPac/SageERP/Quickbooks. You are analytical, tenacious, and detailed; with a reputation for integrity, effective leadership, exceptional communication and problem-solving skills. Ideally bilingual, with a track record for non-profit financial management, you thrive in dynamic work environments and have the ability to deliver under pressure.

Applications are encouraged immediately and should be submitted online ideally by August 10 at <https://www.odgersberndtson.com/en/careers/16723> We thank all those who express an interest, however only those chosen for further development will be contacted.

Family Services Ottawa is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by both Odgers Berndtson and FSO throughout the recruitment, selection and/or assessment process to applicants with disabilities.

