



**United Way
Centraide**
Simcoe Muskoka

JOB POSTING

POSITION: Controller & Business Analyst (Permanent, Full-Time)

SALARY: \$83,800 – \$104,750

LOCATION: Midhurst, Ontario (hybrid work environment)

United Way Simcoe Muskoka acknowledges that we are situated on the traditional land of the Anishinaabek. The Anishinaabek include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. The Huron-Wendat and the Haudenosaunee Nations have also walked on this territory over time.

REPORTS TO: Chief Administrative Officer

POSITION SUMMARY

The Controller & Business Analyst (CBA) has responsibility for the financial management, reporting and compliance requirements that ensure that UWSM is financially sound. The CBA will contribute to the strategic growth of the organization through analysis of revenue lines and working collaboratively with the Chief Executive & Philanthropy Officer (CEPO) and Chief Administrative Officer (CAO) to set financial targets, determine revenue diversification goals and appropriate returns. The CBA manages and mitigates financial risk and contributes to long term planning for financial stability that maximizes community investment.

WHO YOU ARE

If you're entrepreneurial, collaborative, solutions-focused, a strategic, technical and analytical thinker, and has great attention to detail, we'd love to meet you!

WHAT WE OFFER

A flexible work environment, a generous vacation plan, benefits, and the ability to make a difference in your community.

REQUIRED EDUCATION AND EXPERIENCE

Degree in Business, Commerce or Economics or related Degree. At least 6 years financial experience, including experience in a Finance leadership role at mid or large-sized registered charities. Highly proficient with accounting software (Sage 50 preferred). CPA (including grandfathered designations) and experience in using Salesforce an asset.

REQUIRED SKILLS TO BE DEMONSTRATED

- Strong knowledge and financial management experience in the charitable sector; internal and external reporting for charitable donations, pledges, grants, government contributions and sponsorships in compliance with all required regulatory requirements; management of multiple budgets, grant accounting and management of accounting system
- Demonstrated written and verbal communication skills
- Ability to build and analyze financial models; solutions focused; decision oriented

- Financial management; accounting, analysis, reporting, cash flow management, forecasting, preparing and managing/monitoring budget cycle
- Financial risk management including cyber security and insurance
- Information technology; working with enterprise information systems (Salesforce) to support the business model including accounting software (Microsoft Suite, Sage, etc.)
- Project management; build plans, monitor activities, contribute to entrepreneurial culture

Together, we need to take action and address local poverty head-on. United Way is a not-for-profit organization that has played a vital role in our community for over 60 years. As a social impact organization, our mission is clear: To improve lives and build communities by leveraging collective resources and mobilizing collective action to achieve the greatest impact.

Employment Equity Statement

United Way Simcoe Muskoka is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our organization including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

To apply for this opportunity, please submit a cover letter and résumé to HR@UWSimcoeMuskoka.ca. Consideration of applications will begin immediately, with the posting remaining open until a suitable candidate is found. Only those selected for an interview will be contacted. Thank you to all who apply.