

CAREER OPPORTUNITY

Controller

Alberta Recycling Management Authority (ARMA) is seeking a full-time Controller. This position is located in our downtown Edmonton office.

The Controller is responsible for hands-on involvement in day to day operations and supervision of staff in the finance and accounting operations for ARMA. The ideal candidate will have strong leadership, communication and decision-making skills. Ongoing collaboration with other departments and senior management is a requirement of the position.

Interested candidates should review the details below and submit a cover letter and resume by email to: careers@albertarecycling.ca

We thank all candidates for their interest, but only those selected for an interview will be contacted.

Position Summary:

The Controller is responsible for hands-on involvement in day to day operations and supervision of staff in the accounts payable, accounts receivable, accounting, budgeting, financial reporting, payroll and audit functions. Finance is accountable for efficient and accurate capture, reporting and reconciliation associated with environmental fee reports and payments, trades payable, incentive and grant funding claims, budgeting, financial reporting, payroll and audit.

The role of Controller includes providing oversight and supervision of four (4) team members.

Reports to: Director of Finance

Core Responsibilities:

1. Supervision of four finance team members including recruitment, professional development and performance management.
2. Monitor and ensure that the team is achieving organizational goals as defined in the current business plan.
3. Establish and monitor financial policies, procedures, controls, and reporting systems.
4. Manage assets by establishing, monitoring, and enforcing internal controls.
5. Maintain day-to-day and monthly functions including accounts receivable, accounts payable, accounting and payroll.
6. Prepare financial and operating reports by collecting, interpreting, and reporting financial data including summarizing information and trends and variance analysis.
7. Prepare and coordinate budgets by collecting, analyzing and consolidating financial data, with input from managers.
8. Effectively manage cash-flow transactions and provide recommendations for movement of assets between cash, short-term and long-term investments.
9. Ensure organization is compliant and enforces all current federal, provincial, and municipal remittance and tax reporting requirements.

10. Provide oversight and coordination of the annual financial audit including the generation of working papers and compilation of supporting documentation.
11. Maintain files in the central and electronic system according to organization records management policy.
12. Act as the liaison between Alberta Recycling and external agencies and intuitions as required.
13. As a member of the management team, provide data, analysis and/or reports as required.
14. Develop briefing notes, including recommendations, to support initiatives and strategic directions.
15. Present financial results to management and staff, as required.
16. Act as the liaison between the finance team and the IT manager for identifying and prioritizing any new or change requirements for databases, programs, and IT systems and equipment.
17. Maintain effective working relations with senior management, the management team, and all departments.
18. Crosstrain to support department in absence of Director of Finance.

Success Measures:

1. Adherence to financial policies and procedures, ensuring timely and accurate capture of transactions and reporting.
2. Monthly reporting and variance analysis are prepared accurately and in accordance with the Finance reporting schedule to support decision making.
3. Effective cash management and maximization of organization financial resources.
4. Budgets are prepared and coordinated with managers' input including documentation of assumptions, working papers, and decisions recorded.
5. Audit findings are maintained at a nominal level.
6. In the absence of the Director of Finance, normal operations are maintained.
7. Management skills – provide ongoing direction and support to Finance staff.
 - a. Coordinate team meetings with direct reports;
 - b. Conduct one-on-one meetings with direct reporting staff; and
 - c. Conduct performance reviews for all direct reports according to organizational performance review process.

Experience and Core Competencies:

1. Completed CPA professional accounting designation, or significant progress towards achieving a CPA designation.
2. Minimum 5 years' experience in accounting / finance.
3. Experience with Microsoft Dynamics Great Plains and Management Reporter considered an asset.
4. Proficiency in using Office 365 applications, in particular Excel with strong to advanced skills.
5. Proficiency in Power BI considered an asset.
6. Experience or certification in payroll administration considered an asset.
7. Demonstrated management and leadership skills including the ability to supervise staff, delegate tasks and responsibilities.
8. Excellent time management, decision making, problem solving skills.
9. Flexibility in adapting to changing priorities.
10. Strong ability to communicate both verbally and in writing.
11. Ability to work effectively as part of a team.