



JOB DESCRIPTION

JOB TITLE: Financial Controller
DEPARTMENT: Business Administration
REPORTS TO: Principal and CEO

JOB SUMMARY: The Financial Controller is responsible for all accounting activities and financial reporting related to the operations of LCS, including the production of financial reports, maintenance of accounting records, a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of LCS's reported financial results, and ensure that reported results comply with accepted accounting principles. The Financial Controller contributes to the accomplishment of accounting practices and objectives necessary to advance the Mission and Vision of Linden Christian School.

KEY RESPONSIBILITIES:

- Budget/Financial Planning:
 - assist in the budget process and the development and preparation of annual operating budgets;
 - implement annual budgets and monitor departmental and entity wide revenues and expenses to budget;
 - assist in the development of longer range financial plans when required.
- Operations
 - oversee, or participate in when required, the daily accounting activities of all entities, providing instructions and support to all paid and volunteer accounting staff;
 - ensure the maintenance of an appropriate accounting control environment;
 - ensure the maintenance of schedules and sub-ledgers to support all accounts;
 - ensure the maintenance of appropriate accounting records;
 - ensure appropriate records are maintained to facilitate annual tuition payment and donor records for tax receipt purposes;
 - review monthly bank reconciliations;
 - monitor accounts receivable and undertake appropriate collection activities;
 - review invoices for payment and authorize payment;
 - prepare Purchase Orders and maintain Capital Expenditure spreadsheet, ordering items when necessary;
 - process credit card donations, PayPal deposits and journal entries;
 - review, and assist in when necessary, the preparation of regular payroll;
 - respond to all employee and government enquiries regarding payroll matters;
 - respond to accounting related queries from senior management and other operational personnel.
- Compliance
 - ensure adoption and compliance with generally accepted accounting principles applicable to not-for-profit entities;
 - prepare annual charitable organization tax filings;
 - ensure compliance with Canada Revenue Agency standards and requirements for not-for-profit charitable organizations;
 - Prepare the FRAME report in conjunction with the annual audit.

- Reporting
 - ensure the maintenance of adequate employee payroll records and issuance of required reports and forms;
 - ensure the reconciliation of all inter-organizational accounts;
 - prepare and/or review month end accruals and adjustments when required;
 - prepare timely monthly financial statements on an accrual basis for review with management;
 - oversee the preparation of year-end receipts for donations, tuition and rent for tax purposes;
 - act as key contact for external auditors, providing requested accounting information and documentation and responding to their enquiries.
- Before and After School Care (BASC): process invoices and statements for BASC program using SandBox software, respond to parent queries, make entries into the General Ledger accordingly;
- attend staff meetings as required; attend Finance Committee and LCS Board meetings;
- other related duties as needed.

EDUCATION AND EXPERIENCE:

- accounting degree; CPA preferred;
- five or more years of overall combined accounting and finance experience; experience as a Financial Controller an asset;
- thorough knowledge of accounting principles and procedures;
- experience with creating financial statements, month-end, year-end close process;
- excellent accounting software user and administration skills;
- excellent organizational and management skills;
- strong interpersonal skills and a team player.

OTHER REQUIREMENTS:

- have a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- willingness to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment;
- provision of a Criminal Record Check from the Winnipeg Police Services or RCMP which affirms that the Vulnerable Sector Screening is clear;
- provision of evidence of clearance from the Child Abuse Registry Check;
- understanding of and adherence to confidentiality and privacy issues;
- enthusiastic support of the Mission, Vision and Core Values of Linden Christian School

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.