



Financial Controller

40 hours per week

First Alliance Church (FAC) is seeking a Financial Controller to join their team in Calgary, AB. The Financial Controller will set FAC's financial policy and direction. They will lead all financial administration, business planning, and budgeting. The Financial Controller will work closely with the Treasurer and Audit & Finance Committee.

Role Specifics:

Strategy

- Assess organizational performance against both the annual budget and FAC's long-term strategy
- Develop tools and systems to provide critical financial and operational information to the Lead Pastor and make actionable recommendations on both strategy and operations.
- Oversee long-term budgetary planning and cost management in alignment with FAC's strategic plan.

Financial Management

- Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Manage cost control measures to ensure budget compliance.
- Working with the Human Resources Director oversee payroll, ensuring on-time and accurate payments are made and records maintained.
- Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
- Oversee the preparation and approval of all financial reporting materials and metrics for the Audit & Finance Committee and the Board of Elders; prepare and communicate monthly, quarterly, and annual financial statements.
- Prepare and file charity returns and reports for CRA.
- Oversee the preparation and distribution of annual charitable donation receipts.
- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Coordinate all audit activities.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization.
- Implement vendor management strategies to handle contracts, relationships and the effective delivery of products and services

Team Management

- Develop and manage direct staff, including Accounts Receivable and Accounts Payable, and guide multidisciplinary teams outside of direct span of control.
- Engage members of the Lead Team to assist with cross-department collaboration that ensures that all financial, IT, and HR solutions positively support FAC's evolving strategy, operational delivery, and data collection needs.
- Participate in all staff meetings, retreats, training and global events



Requirements:

- Be in agreement with the Christian & Missionary Alliance statement of faith and be able to sign the First Alliance Church covenant
- Maintain a lifestyle consistent with biblical standards for Christian behaviour
- Attend our weekend worship services
- Chartered Professional Accounting (CPA) designation
- A University degree from a recognized post-secondary institution
- At least 5 years as a Controller or equivalent position, preferably in the not for profit sector
- Knowledge of Realm is helpful but not required
- Proficient in Microsoft Office with advanced Excel skills
- Accuracy and attention to detail
- High level of integrity, confidentiality and accountability
- Effectively communicate both verbally and in writing
- Strong leadership, interpersonal and change management skills

Application Process

Submit a cover letter and resume by email to:

Cathie Hall, Executive Assistant

Email: chall@facalgary.com

*This posting will remain open until a suitable candidate is found.
You will be contacted if we wish to proceed with an interview process.*