



## Controller

Department: **Finance**  
Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**  
Start Date: **As soon as possible**  
Salary: **\$72,205 minimum (salary based on experience and qualifications)**  
Reports To: **Director, Finance**  
Direct Report(s): **Yes**

### About Centretown Citizens Ottawa Corporation (CCOC)

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability.

For more information, visit: [www.ccohousing.org](http://www.ccohousing.org)

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### Summary

CCOC is in search of a self-directed and experienced Controller to oversee all financial, accounting and payroll activities. Reporting to the Director of Finance, the successful candidate will be responsible for budget management, financial analysis, payroll, forecasting, accounts payable, accounts receivable and financial reporting. This is a fantastic opportunity for a professional who thrives in a busy work place, and is well-versed in working closely with senior management.

## Key Responsibilities

The responsibilities include but are not limited to the following:

- Participate in the development of and support the company's strategic plans
- Develop financial policies, procedures, controls and reporting systems
- Guide financial decisions by monitoring and enforcing policies and procedures
- Protect assets by developing, monitoring and enforcing internal controls
- Monitor the financial performance of the company
- Compile and analyze financial reporting packages, including the long-term financial plan
- Assist with the monthly and annual operating and capital budgets and forecasts
- Communicate financial metrics to senior management
- Provide leadership and support within the finance department
- Coordinate the annual audit process, liaising with external auditors
- Support with the financial and regulatory reporting for funding and financing bodies
- Manage the payroll function and administration
- Support with assessing financial viability of growth opportunities
- Stay informed about changes in accounting regulations and industry best practices, and ensure compliance with relevant standards

Performs other duties as requested by the Director of Finance or the Executive Director.

The duties of the position could vary from time to time as a result of new legislation, changes in technology or policies, in which case appropriate training may be given to enable the position-holder to undertake the new/varied work.

The individual will be expected to conduct themselves in accordance with CCOC's Mission and Values, as well as the core competencies of DEI, Service Excellence, Teamwork, Results-Oriented and Adaptability, which form an integral part of CCOC's Performance Management Program.

The position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-Operative and Cahdco (Centretown Affordable Housing Development Corporation).

## Education and Experience

- Bachelor's Degree in Business, Accounting, Finance or related discipline
- Accounting designation (CMA, CGA or CA), or an equivalent combination of related experience and education
- Minimum 7 years' accounting experience in a senior accounting or financial management role with at least 2 years' experience in payroll
- Strong interpersonal and communication skills
- Impeccable organizational skills
- Strong analytical and problem-solving skills
- Self-motivated and self-directed
- Ability to work closely with a senior management team
- Experience in the non-profit and affordable housing sector considered an asset

## Supervision and Decision-Making

- Decision-making forms an extremely large part of the role and will impact a major function of the organization
- Procedures and precedents are generally not well established
- Considerable judgement and complex interpretation are required for developing solutions
- Responsible for providing direct day-to-day supervision to staff/contractors
- Responsible for developing new or changed procedures
- Works independently and must be able to think critically
- Considerable impact if errors are made
- Frequent access to confidential information where disclosure could result in harm to the organization

## Working Environment

- Interaction with internal colleagues involves presenting reports and recommendations, training, handling conflict
- The incumbent may be called upon to present material that is contentious and requires considerable interpersonal skills
- Interaction with external contacts
- Normal office environment
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Comfortable physical work environment: periods of light physical effort are required (for example; intermitting sitting, standing or reading)
- The incumbent may be exposed to considerable stress

## Benefits

- OMERS defined benefit pension plan.
- Employee and Family Assistance Plan (EFAP).
- Generous time-off from day one.
- Group Insurance and Supplementary Medical Plan after three (3) months of employment.
- Hybrid and flexible work arrangement available

## Applying to the Role

To be considered for this role, please email your resume and cover letter to [hiring@cchohousing.org](mailto: hiring@cchohousing.org)

All applications must include the following information in the subject line: **Controller**

**Application Deadline is Wednesday, August 28, 2024.**

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

For candidates with disabilities requiring an accommodation, you may contact [hiring@cchohousing.org](mailto: hiring@cchohousing.org)