

# Christian Horizons

Christian Horizons is a non-profit organization that operates in Ontario, Saskatchewan, and overseas in places like Ethiopia, and Haiti. We have been serving people who experience disabilities for over 50 years. Our Vision is that people who experience disabilities belong to communities in which their God-given gifts are valued and respected. Every role in our organization plays a vital role in achieving this and our goal is to find a candidate who can help us achieve our Values, Vision, and Mission. Visit our website: <https://christianhorizons.org/> for more information.

**Full Time, Permanent  
40 hours per week  
District Controller  
Waterloo or District Office (Hybrid)**

**This position is hybrid with the office location being one of our District Offices across Ontario or our Waterloo Office.**

The Controller supports the Director of Finance in providing optimum financial services to the various stakeholders of Christian Horizons. They are responsible for good internal control, meaningful financial reports, and simplifying, interpreting and communicating financial matters effectively. The controller encourages effective financial systems and team accountability to Christian Horizons policy.

#### **Responsibilities:**

- Communicate regarding assigned Districts financial results to government (Ministry), District offices, Senior Management, Program Managers, Christian Horizons staff and Finance team members.
- Identify, recommend and implement changes to accounting procedures and policies.
- Operate as prime contact for assigned District's financial inquiries. Provide professional support to assigned Districts.
- Provide all levels of management interpretation of plan objectives, operating policies and procedures and organizational structure.
- Interpret regulatory changes to all levels of operational management.
- Attend District functions and make presentations on financial matters.
- Train all levels of operational management on program budgets, Adagio system and Ministry requirements.
- Oversee the budget cycle within area of responsibility.
- Analyze, classify, interpret and advise on budget and cost information for the organization's operations.
- Incorporate new programs into operations and administer directives from funding sources into budget for compliance
- Review, compare, evaluate, and report financial information re: budgets, costs and forecasts to users.
- Identify and correct anomalies re: budgets/costs with Program Managers and Area Managers.
- Oversee Minor Capital reporting.
- Prepare, analyze, and remit financial reports (Budget Service Contract Submission, YTD & In-Year Reports) for Christian Horizons, Ministry or other agencies and ensure reports are filed within deadlines providing financial, statistical and variance commentary.
- Ensure budgets agree with Service Contracts. Reconcile subsidies with Accounts Receivables.
- Prepare other projects and reports as needed.
- Complete program visits reviewing financial journals, petty cash and program reviews.
- Participate in internal audits and recommend areas for improvement.

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- Approve accounting inputs and review financial statements for relevance, reliability and clarity.
- Manage monthly cut-offs and production of reports to ensure consistency in reporting and service levels.
- Develop and promote financial effectiveness and efficiencies to improve financial accountability.
- Review and manage new program initiatives and ensure new programs are financially viable.
- Remain current with Ministry and other government expectations.

## **Requirements:**

- 3-5 years related experience
- Bachelor's Degree (Finance/Accounting), CPA preferred
- Computer proficiency, especially in Microsoft Excel
- Some travel within assigned District(s) required

**Application Deadline: Friday, November 11<sup>th</sup>, 2022**

**Start Date:** ASAP

***Apply with a Cover Letter and Résumé by Friday November 11<sup>th</sup>, 2022, to the attention of the Director of Finance at [jobs@christian-horizons.org](mailto:jobs@christian-horizons.org).***

*Christian Horizons seeks to hire a workforce that represents the diversity of the communities where we serve. We are committed to promoting communities of belonging where Black, Indigenous, and People of Colour feel valued, respected, represented, and heard. We encourage applications from qualified candidates from members of groups with historical or current barriers to equity. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities consistent with our Accessibility Policies and the AODA. Please let us know if you require accommodation and we will work with you to meet your accessibility needs.*

*\*\* It is a requirement of employment to be fully vaccinated against COVID-19. If you are the successful candidate proof of vaccination will be required.*