



## IWK Foundation

### **Controller**

#### **Who We Are:**

The IWK Foundation, together with its donors, strives to be the catalyst to revolutionize health care and research for women and children. The IWK Foundation is committed to continuous improvement and running a business that is entrepreneurial, innovative, and based on strong values.

#### **What We Need:**

The IWK Foundation is seeking a self-motivated, intuitive individual to join our Finance team as a Controller. Reporting to the VP, Finance, the Controller has a unique opportunity to bring their financial acumen and their innate ability to foster relationships and collaborate. As the Controller, you thrive on having both autonomy and working with your colleagues, with the natural ability to prioritize and problem solve.

As the Controller, you are entrenched in all aspects of the business, driven by helping maximize donor dollars, efficiency and performance. You must be detail oriented, highly organized, have excellent communication skills and work effectively in a team environment. You are motivated by purpose but understand the complexities of our industry and you can anticipate what needs to be done, switching from oversight to rolling up your sleeves with ease. In addition, the Controller would be responsible for:

- Leadership:
  - Manage the Controllershship team on day-to-day operations, including turn-around times, process oversight, employee performance, coaching and onboarding
  - Identify and lead continuous improvement initiatives for Finance
  - Collaborate and lead the execution of organizational initiatives that have an impact on financial processes and controls
  - Monitor accounting, audit, and disclosure standards for non-profit industry
- Financial Processes, Oversight and Controls
  - Accountability and oversight of the financial month end processing and related controls through the review of internal financial statements, note disclosures, and supporting working papers
  - Oversight of Accounts Payable & employee expense processes, approvals and controls
  - Ensuring accuracy and completeness of financial books of record
  - Oversight and reconciliation of Funds and related Disbursements between the Foundation and IWK Health
  - Oversight and reconciliation of Investment Accounts including investment policy compliance reporting and continuity schedules
  - Communicate month end results to VP Finance, Foundation leadership team and Finance & Investment Committee of the Board of Trustees
  - Oversight to the completion and review of compliance reporting such as GST/HST and annual charity return
  - Development, ongoing assessment, maintenance and interpretation of finance controls and processes, including mitigating risks through appropriate segregation of duties and role and workflows within accounting software
  - Finance controls, processes, and policy compliance and interpretation

- Day to day management of external financial statement audit (requirements tracking, scheduling, audit planning, etc.)
- Budgeting and Analysis
  - Execute the budget process: Ownership of templates, preliminary preparation and reviews
  - Review and analyze operating and administrative expenditures, with a monthly deep dive review and forecasting with business partners
  - Prepare quarterly cashflow forecast
  - Support business case development and controls, process impacts and strategic initiatives
  - Supporting the analysis of the 3-year strategic financial plan
- Key Relationships
  - Foundation Leadership team
  - IWK Health Finance Team
  - External Auditors
  - Banking Partners
  - Investment custodians and fund managers

**Who Are You:**

As the successful candidate, you have a Professional Accounting Designation along with a minimum of 5 years in a financial leadership role. You are driven by organizational excellence and lead your team to enable this. As the ideal candidate, you are both strategic and technically strong in all matters relating to finance, but you would also consider yourself to use common sense in all that you do. You will have the most success with our hard-working team if you are purpose-driven, passionate about our cause and are confident in your role while remaining humble

You thrive working in a fast-paced environment, collaborating with a dedicated and passionate team to enable world-class care for Maritime children, women, and families.

**What Do You Do Now?**

If you are passionate about children's and women's health, with a desire to be a part of something important in our communities, hearing patient stories, meeting patients, patient families, donors and other health care professionals impacted by the work the Foundation does each day, then this is your opportunity! The IWK Foundation also provides a competitive and comprehensive compensation package in addition to a flexible work environment.

If this role seems right for you, please provide a cover letter outlining why you believe it is a fit, along with your resume to [iwkcareers@iwkfoundation.org](mailto:iwkcareers@iwkfoundation.org) using the subject line: Controller. We thank all candidates but only those selected for an interview will be contacted.

We welcome all applicants who self-identify as Indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities and 2SLGBTQIA+ to apply and represent the communities that we support.