Controller

The Federation is seeking a Controller to oversee and direct all financial activities and establish financial policies, procedures, internal controls, and reporting systems. This position is responsible for the overall management of the Accounting work unit.

**Primary Responsibilities**

- Guides financial decisions by establishing, monitoring, and ensuring compliance of financial policies and procedures.
- Protects assets by establishing, monitoring, and ensuring compliance of internal controls.
- Monitors and confirms financial condition of the organization by conducting year-end audits and providing recommendations for procedural improvements.
- Complies with provincial and federal government requirements and the Chartered Professional Accountants standards by studying existing and new legislation/standards; anticipating future legislation/standards; ensuring adherence to requirements; filing financial reports; and advising management on needed actions.
- Maintains professional and technical knowledge by attending educational workshops and conferences.
- Develops and issues timely monthly financial records to Executive Director, STF Executive and boards of directors.
- Ensures the requirements for all the accounting/financial programs are met.
- Reviews month-end accounting processes to ensure accurate accounting records are maintained.
- Determines the requirements for the accounting/financial programs and determines the best means to meet these requirements.
- Manages cash flow for the Federation and ensures the most effective use of idle funds.
- Presents the quarterly financial statements to the STF Executive and responds to any questions or comments.
- Designs, establishes, and maintains a structure and staffing to effectively accomplish the work unit’s goals and objectives.
- Oversees the general administration of the Employees’ Pension Plan.
- Supervises staff to ensure high levels of motivation and productivity.

**Qualifications**

An undergraduate degree and a professional accounting designation; combined with a minimum of 7 years of progressively responsible management experience. Experience with not-for-profit organizations would be an asset.

Skills, knowledge and abilities include:

- Strong technical accounting knowledge.
- Knowledge of Canadian Accounting Standards (IFRS, ASPE, Non-profit organizations and Pensions).
- Highly developed analytical, problem solving and decision making skills to evaluate alternatives and provide recommendations on business issues.
- Strong interpersonal and communication skills.
- Demonstrated ability to effectively communicate key data, including presentations to senior management and boards of directors.
- Demonstrated efficiency in using spreadsheets and automated accounting and financial reporting systems.
- Demonstrated ability to effectively handle work requiring a high level of accuracy and attention to detail.

The Federation offers a competitive total compensation package, including a healthcare spending account; group life insurance; retirement plan; long-term disability; generous vacation and sick leave; and paid leave for staff members to support work-life balance.

If your experience, skills and strong commitment to excellence serve to make you an exceptional candidate for this position, please submit your resume, along with the contact information for three work references, by 4 p.m., Tuesday, October 17, 2017 to:

Managing Director, People Services  
Saskatchewan Teachers’ Federation  
2317 Arlington Avenue  
Saskatoon SK  S7J 2H8  
Email: hr@stf.sk.ca

(please indicate which position you are applying for in the subject line)