Mission First

Improving the lives of people affected by blood cancers is the responsibility of everyone at LLSC. This mission guides all decision making, regardless of job function. Understanding and addressing the needs of people affected by blood cancers is fundamental to who we are and what we do. We are mission driven:

- dedicated to serving the blood cancer community
- committed to learning about blood cancers, LLSC services and new treatment options
- empowered to take ownership of our mission by informing, educating and connecting people to LLSC services

You are…

…an experienced CPA ready to take on a new challenge. You are comfortable working from home and have experience leading a team. You can communicate complex financial information (oral and written) and ensure accurate financial statements.

You are looking for a permanent position for the National Office, however you can be located anywhere in Canada.

We are…

…The Leukemia & Lymphoma Society of Canada (LLSC) and we are re-writing the non-profit business model. Guided by our core values and belief in the foundational importance of employee engagement and empowerment; we are committed to improving the lives of Canadians affected by blood cancers.
1. **ENGAGED** employees are the key to our success

2. Talented, high performing employees are driven by an internal standard of excellence and take a great deal of responsibility for their own success and the success of their organization

3. High-performing employees need freedom to thrive

4. We will never achieve our true potential unless our employees feel supported, valued, and free

5. Freedom begets boldness and we must be **BOLD**, willing to move forward with knowledge and conviction despite uncertainty, willing to share, try and perhaps fail without fear, willing to take calculated risks and **THINK BIG**
We are fanatical about our Core Values!

**Servant Leadership**
We put our patients first. Our leadership style is grounded in the sharing of power for the growth and well-being of our people and the blood cancer community.

**Lifelong Learning**
We see learning as more than professional development, but as a mindset and philosophy to help us constantly adapt, change and excel.

**Authenticity**
We celebrate character and genuineness. We expect, respect and welcome different opinions, modes of expression and diversity.

**Shared Achievement**
We believe success is a team sport. We care about results, but more importantly, we care how those results are achieved.

**Freedom + Responsibility**
We trust our team. We embrace the freedom of employees to work non-traditional hours if needed, to work from home and exercise creativity in career goals and development.
RESPONSIBILITIES:

Summary

Working under the direction of the Director of Finance and Operations, the Controller is responsible for managing the financial analysis and reporting function in support of the national and regional offices. The role encompasses strategic business initiatives, building on developed financial systems and procedures to increase process efficiencies and ensure a strong standard of departmental customer service.

Financial Reporting

- Oversees production of draft monthly financial statements for review by Director of Finance and Operations. Provides approved financial statements and reports to senior management
- Prepares and analyzes financial reports for external parties (restricted funds, third party, etc.)
- Responsible for the preparation of government reporting working papers for review and submission by Director of Finance and Operations. Provides quarterly reconciliation of tax receipts to revenue records (i.e. T3010, etc.)
- Responsible for preparation of Board and committee meeting supporting documents (i.e, Cash flow projections, cost allocation, etc)

Financial Analysis & Reconciliation

- Oversees general ledger account reconciliation schedules and ensures monthly reconciliation of all balance sheet accounts, ensure proper internal control is maintained
- Oversees donation tracking and reconciles on-line donations monthly (NetSuite vs RE), to ensure NetSuite captures transactions appropriately, according to GAAP.
- Prepares tax year-end and fiscal year-end working papers for audit teams
- Prepares and ensures the timely completion of annual budget/bottom-up forecast process, providing assistance as required to department leads, works with Sr Director of Finance and Operations on consolidated budget/forecast process

Banking and Financial transactions

- Monitor bank balances and manage fund transfers
- Process stock donations
- Manage Paypal accounts
- Administer RBC credit cards
- Perform cash flow analysis

Other Duties

- Oversees accounts payable functions
- Responsible for team management including performance appraisals, coaching and counseling and the assignment of projects
Details

- Professional Accounting Designation (CPA) is mandatory
- Minimum 5+ years progressive post-designation work experience in a finance supervisory or management role, specifically in financial analysis and reporting
- Experience in Canadian national charity or not-for-profit sector
- Proficiency in MS Office, with particular skills and speed in Excel
- Strong working knowledge and understanding of generally accepted accounting principles (GAAP), particularly as they apply to Canadian charities
- Experience working with NetSuite would be considered a strong asset
- Experience with database analysis/query and working with IT/database colleagues an asset
- Experience with financial report design would be considered a strong asset
- Strong relationship, collaboration and project management skills

The salary range for this position is $90,000 – $100,000 per annum.

Please submit your cover letter and resume by Clicking Here To Apply