



FINANCIAL CONTROLLER

cSPACE Projects

Calgary, AB

Hybrid remote

Fixed term contract

Qualifications

- Senior Accounting: 10 years (Required)

Full Job Description

Company Description

cSPACE Projects is a social-purpose organization, established to develop a portfolio of facilities to support artists, creative non-profits and entrepreneurs in Calgary. Our purpose is to provide the conditions that diverse communities of creatives need to remain vital, sustainable and innovative while generating dividends for Calgarians across the city.

Our vision is a city where creative enterprise thrives in vibrant communities. Our mission is to develop creative places that activate people and ideas to ignite collaboration and community-led change.

Position Summary

cSPACE is currently seeking a qualified individual as a contract Financial Controller. Reporting directly to the Chief Executive Officer (CEO) and with dotted reporting accountabilities to the Audit and Finance (A&F) Committee, the Controller will be responsible for overseeing the administration of all financial and accounting functions in the organization including monthly financial reporting, accounts payable and

receivable, GST submissions, payroll, year-end audit preparation and support for budgeting and forecast activities.

The Controller will be a technically exceptional financial accountant who understands the non-profit environment and is adept at public accounting standards and reconciliations. To oversee all financial and accounting functions for the current property management operation with expanding interests including capital construction. Capacity to provide support to the CEO of a multi-faceted arts-serving organization is a significant asset.

The Controller will have contact with members of the Board of Directors and be supported by an internal book keeper, which requires strong interpersonal communication skills, both written and verbal, as well as staff mentoring capabilities.

RESPONSIBILITIES

General

- Ensure current accounting practices are in accordance with CPA Accounting Standards for Public Sector Not-for-Profit organizations
- Guide financial decisions by establishing, monitoring, and enforcing financial operating/reporting/financial policies and procedures
- Ensure that all accounting allocations are appropriately made and documented including supervision and support for book keeper position
- Establish, monitor and execute internal controls over the organization's accounting and financial procedures
- Prepare required financial reporting to the A&F as well as government and other agencies in prescribed format
- Manage the year end financial statement audit and City of Calgary reporting
- Respond to all enquiries from Canada Revenue Agency (CRA) to address GST and other tax matters as required
- Protect operations by keeping financial information and plans confidential
- Protect assets by establishing, monitoring, and enforcing internal controls

Financial Reporting

- Meet with book keeper once a month to review financial information and monthly checklist. Tie balances in supporting Google Sheets schedules as appropriate (Accrued AR, Accrued AP, Short and Long-Term Security Deposits, Prepaid expenses)
- Perform second review of comparative financial information and detailed account information - follow-up with book keeper and CEO on any questions
- Prepare draft financial statements in accordance with financial framework required by the Audit and Finance Committee ("A&F") on behalf of the Board. Discuss statements with CEO, revise as required and issue complete financial statements to the A&F in a timely manner
- Prepare and submit monthly GST returns

Annual Budgeting

Support the CEO in preparing and monitoring operating and development budgets and forecasts including:

- Operating revenue analysis
- Operating expense analysis
- Capital expenditure analysis
- Grant/capital revenue

Performance Management

- Support the CEO in recommending benchmarks against which to measure the performance of organization's operations
- Calculate and issue financial and operating metrics
- Calculate variances from the budget and report significant issues to the CEO and A&F
- Provide financial analyses as needed, in particular for managing debt obligations, cost management, budget variances, forecasting
- Support the CEO to prepare and update organizational operating budgets by establishing schedules and collecting, analyzing, and consolidating financial data

- Assist in achieving budget objectives by providing advice to the CEO on scheduling expenditures, analyzing variances and initiating corrective actions
- Provide status of organizational financial performance to the A&F by collecting, interpreting, and reporting financial data
- Monitor compliance of key funding agreements, projects and contracts
- Supervision of bookkeeping staff

External Audit and Reporting

- Liaise with external Auditor as required to ensure efficient audit process
- Prepare workpapers and schedules for the external Auditors
- Prepare City of Calgary reporting schedules and other City information requests as required
- Prepare workpapers to meet grant reporting requirements

Audit and Finance Committee Support

- Attend A&F meetings and special Board meetings (in-person and via zoom) as required
- Present and discuss financial statements and address questions
- Present and discuss significant budget issues
- Present and discuss debt management strategies
- Contribute to development and ongoing refinement of the risk management matrix

Additional As Required

- Prepare special financial reports as requested by the CEO and/or A&F
- Contribute to the organizational team effort and culture of the organization

QUALIFICATIONS

- CPA Audit/Accounting Standards for Public Sector and Public Sector Not-for-Profit Organizations and experience with audit and City of Calgary reporting requirements

- > 10yrs senior accounting with responsibility for full set of books including payroll
- Experience with audit and City of Calgary reporting requirements
- Strong internal reporting including monthly financial summary, forecasting, cash management, budgets, multi-facet departmental work
- Multi-departmental with fund accounting
- Developing operating and capital budgets
- Risk management strategies
- Budget tracking and financial analysis
- Integration of 3rd-party database with accounting software
- Proven critical thinking and problem solving, good anticipation, demonstrated analytical thinking
- Performance management
- Risk matrix development
- Internal controls development and monitoring
- CRA problem solving
- Experience with SAGE 50 accounting software

Considered an Asset

- Real estate asset management and construction accounting
- Multi-tenant and mixed revenue facility accounting
- Mentoring experience with junior staff
- Enthusiasm for social enterprise in support of Calgary's creative community

Language:

- English (Preferred)

How to Apply

- Are you available the week of December 6th - 8th for an interview?
- Please submit your application through the posting here: [Indeed.com](https://www.indeed.com)

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IDEA Commitment

cSPACE believes that by ensuring our culture is inclusive, diverse, equitable and accessible (IDEA) that we are open to vast creative potential.

We recognize that barriers, injustices and discrimination have compromised the wellbeing, belonging and prospects for many in our community.

In our commitment to fostering a vibrant and vital city, our actions will ensure that everyone can live, work, play and feel safe in our creative facilities.

As a placemaker in Moh'kinsstis/Calgary, we will steward collaborations that expand our IDEA efforts, and foster our collective capacity for positive change.

Land Acknowledgement

cSPACE acknowledges that we live, work and play on the traditional territories of the Blackfoot Confederacy, which includes Siksika, the Piikani, and the Kainai. We also acknowledge the Tsuut'ina and Stoney Nakoda First Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.