

Controller

Are you passionate about storytelling and storytellers? Do you have exceptional skills in financial management?

The National Screen Institute is seeking a controller to oversee all aspects of the organization's accounting and financial reporting functions. As a member of the senior management team, the controller will actively contribute to the long-term vision and strategic planning of the organization.

As the ideal candidate, you value equity, diversity and inclusion, and are knowledgeable about these issues. You are a supporter of the [values which guide the work of the National Screen Institute](#), have experience working cross-culturally and are committed to serving storytellers from underrepresented communities.

Benefits of working at the National Screen Institute

The National Screen Institute prioritizes the well-being and flexibility of our employees by offering a remote work/hybrid policy, empowering them to work from their homes. While this role includes partial hours at our downtown Winnipeg location every week, you have the flexibility to work remotely for the remaining hours.

Additionally, we are implementing a trial period for a 4-day work week, commencing on July 1, 2023. You may opt-in and work reduced hours without any reduction in salary. This trial period will extend over the next eight months, allowing you to explore a more balanced work-life schedule.

Reports to: Chief Executive Officer

Location: Winnipeg, Manitoba

Salary: \$70,000 - \$80,000 with benefits

Status: 35 hours per week, full time

Application deadline: July 28, 2023, 11:59 p.m., Central Time.

The organization

Propelled by a visionary network of donors, private and public organizations, staff and board, the National Screen Institute supports diverse creators from across Canada to tell unforgettable stories. Through industry-informed training and mentoring in film, television and digital media, our students and alumni find their voice and place on the global stage, inspiring us to shape a better world.

Job overview

The controller is responsible for overseeing all financial operations, reporting and compliance within the organization.

As controller, your role will be crucial in ensuring the financial integrity, transparency and sustainability of our non-profit's activities. This position requires a strong background in finance, accounting and non-profit management.

In carrying out responsibilities, the controller practices good stewardship of the organization by identifying effective and efficient processes, and by ensuring that financial management risks are adequately managed to support short- and long-term viability of the organization.

The controller is a member of the senior management team and actively contributes to the effective and efficient operation of the organization. The controller also acts as one of the signing authorities.

RESPONSIBILITIES AND DUTIES

Financial management and reporting

- Develop and implement financial policies, procedures and internal controls to safeguard the organization's assets and ensure compliance with relevant laws and regulations.

- Prepare the annual budget by overseeing the National Screen Institute budgeting process, working closely with program managers, program finance manager and senior management team to develop accurate and realistic budgets.
- Monitor financial performance and provide regular reports to management, board of directors and relevant stakeholders.
- Conduct financial analysis and forecasting to support strategic planning and decision-making processes.
- Manage cash flow, investments and banking relationships to optimize the organization's financial resources.
- Serve as a financial advisor to the senior management team, providing insights and recommendations for financial sustainability and growth strategies.
- Ensure accurate and timely financial transactions, including accounts payable, accounts receivable, payroll and general ledger entries.
- Prepare and present timely and accurate financial statements, reports and analyses for management, board of directors, funders and regulatory authorities.

Risk and compliance

- Ensure that financial risks are adequately mitigated within the risk tolerance established by the organization.
- Perform an independent monthly review of payroll records to confirm the validity of employees paid.
- Ensure that personnel, board and financial information is secure and stored in compliance with privacy legislation.
- Ensure compliance with all applicable tax, regulatory and reporting requirements, including annual audits, tax filings and grant reporting.
- Stay updated on changes in accounting standards, financial regulations and best practices in the non-profit sector and implement necessary adjustments to policies and procedures.
- Collaborate with external auditors and coordinate the annual audit process and charity return.
- Manage relationships with government agencies, funders, partners and other stakeholders related to financial matters as required.

Leadership and collaboration

- Lead and supervise the finance team, providing guidance, training and support to ensure high-quality work and professional development.
- Collaborate to provide financial guidance and support for program planning, budgeting and evaluation as needed.
- Review and approve final program budgets for new and returning programs prepared by program managers and program finance manager.
- Foster a culture of transparency, accountability and ethical financial practices within the organization.

QUALIFICATIONS AND SKILLS

- Bachelor's degree in accounting, finance, or a related field. CPA or other relevant certifications are strongly preferred.
- Proven experience (at least 5 years) in financial management, accounting or related roles, preferably within the non-profit sector.
- Solid knowledge of non-profit accounting principles, regulations and best practices.
- Strong analytical and problem-solving skills
- Proficiency in financial software and systems. Experience with accounting software (e.g., QuickBooks, Sage Intacct) and advanced spreadsheet skills (e.g., Excel) are essential.
- Excellent verbal and written communication skills with the ability to present complex financial information to non-financial stakeholders.
- Strong leadership and team management abilities with a collaborative and supportive approach.
- Demonstrated integrity and commitment to ethical financial practices.
- Exceptional attention to and passion for details and ensuring accuracy.
- Ability to work independently and as part of a team.

This is a full-time, salaried position with benefits reporting to the CEO.

Joining our non-profit organization as a controller offers an exciting opportunity to contribute to meaningful and impactful work. If you are passionate about financial

management, have a strong sense of accountability, and are dedicated to making a difference in the non-profit sector, we encourage you to apply.

Only selected candidates will be contacted for an interview. We are an equal opportunity employer and encourage applications from all qualified individuals. Please submit your cover letter and resume to careers@nsi-canada.ca by **11:59 p.m., Central Time on July 28**.