

Job Title:	Controller
Reports To:	Chief Financial Officer
Department:	Finance & Administration
Date:	February 2023

JOB PURPOSE

The Finance and Administration department is responsible for supporting the activities of the Canadian Investor Protection Fund. The role of the Controller is to provide financial and administrative services to support the work of management and further the goals of the organization.

DUTIES AND RESPONSIBILITIES

Accounting

- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure appropriate allocation of expenses to the funds maintained (Mutual Fund Dealer Fund and Investment Dealer Fund)
- Accurate and timely completion of monthly and quarterly financial reporting and preparation of working paper file
- Prepare audit requests for auditors (planning, interim, year-end) and act as the primary point of contact during audit
- Coordinate and direct the preparation of budgets, financial forecasts, and report variances
- Manage and comply with government reporting requirements and tax filings

Investments

- Liaise with relationship managers at banks and investment custodian
- Maintain the CIPF Portfolio database in FileMaker
- Monitor investments held in CIPF portfolio
- Provide CIPF Officers with relevant info to perform any investment transaction required
- Ensure that investments are in compliance with policy set by the Board
- Prepare and submit monthly investment reports for review by CFO

Human Resources

- Maintain HR procedures, including Employee Handbook
- Recruit, attract, and present the right candidates who will contribute in a productive and positive way to the organization
- Prepare employee offers and contracts
- Provide an onboarding experience that sets the bar for organization expectations

- Administer performance reviews, semi-annually and annually
- Oversee training and development plans for staff
- Oversee semi-monthly payroll for staff, and quarterly payroll for Directors
- Manage company benefits - enrollments, changes & terminations, and Group RRSP plan

Other

- Supervise and mentor the Financial Analyst

This document reflects the general details to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of the work requirements that may be inherent in the job.

QUALIFICATIONS AND JOB REQUIREMENTS

- Professional accounting designation
- A minimum of 5 years of progressive experience
- Experience with not-for-profit and fund accounting desirable
- Knowledge of Human Resource regulations in Canada
- Excellent communication & interpersonal skills
- Experience with a Macintosh environment desirable
- Knowledge of AccountEdge software desirable

KEY COMPETENCIES

The competencies listed below are critical to success in this role.

- **Critical Thinking:** Attributes: Creative problem-solving skills, intellectual curiosity and an open mind
- **Planning:** Attributes: Prioritizing work and keeping manager informed of any obstacles that could result in delays
- **Positive Attitude:** Attributes: Adaptability and coachability
- **Teamwork:** Attributes: Sharing of information and collaboration