



Position Title: Controller

Job Type: Full-time, 40 hours/week

Location: GTA, currently working primarily remotely

ABOUT THE ART CANADA INSTITUTE

The Art Canada Institute (ACI) is a dynamic, not-for-profit educational organization, dedicated to making Canadian art and its history a contemporary, multi-vocal conversation. Founded in 2013 to make Canadian art and its history accessible to all regardless of one's knowledge of the subject or proximity to a bricks-and-mortar museum, our programming is accessed in over 90 countries. It includes a growing open-access library of more than 50 expert-authored books, an innovative kindergarten to grade 12 online art education program, a fellowship that is redefining Canadian art history to be inclusive and multi-vocal, and a weekly newsletter that ties Canadian art to all aspects of life. Thanks to the production of robust and rigorously produced content, available online in English and French free of charge, in a few short years, ACI has become a national institution and the go-to digital resource for educators, museum-goers, and art lovers. Visit us at www.aci-iac.ca.

At ACI, we are committed to building and fostering an environment where our employees feel included, valued, and heard. We especially welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and people with intersectional identities. Our belief is that a strong commitment to diversity and inclusion enables us to promote the study of an inclusive multi-vocal Canadian art history to as broad an audience as possible, in both English and French, within Canada and internationally.

POSITION SUMMARY

Working at the Art Canada Institute is a unique opportunity to join a team that is passionate about transforming access to the visual arts in Canada and committed to developing outstanding content and engaging outreach programs. We are looking for a Controller who will play a central role in leading the organization's financial management: in this position you will be responsible for both critical day-to-day operations and for long term strategic planning. Your key areas of work will be accounts payable and receivable; banking; payroll; reporting; tax receipts; budgeting; and the audit. You will work closely with the Executive Director and senior leadership team, as well as with the Treasurer and the Finance Committee. You will supervise the work of the Finance Assistant.

COMPENSATION

Salary range of \$90,000 – \$115,000 per annum (commensurate to experience), plus flexible health benefits, generous vacation, and remote working with work-life balance flexibility.

RESPONSIBILITIES

The Controller's responsibilities will include the following key areas:

Finance Department Management

- Management of Financial Assistant (including direction of work requirements, regular correspondence, training, and detailed review of work)
- Determine accounting/financial implications for organization initiatives
- Maintain all financial/accounting records of the organization in accordance with CRA legal requirements including timely filing in cloud filing system
- Maintain the system of controls as required by the organization's financial protocols and lead efforts to improve internal controls

Accounts Payable and Receivable

- Oversee the preparation of a monthly vendor and contractor payment requisition summary and work with staff on allocation of expenses
- Oversee the preparation of a summary of monthly credit card expenses
- Review all contractor invoices and MasterCard transactions in QuickBooks
- Transmit all electronic payments and issue cheques as required
- Enter all deposits into QuickBooks
- Oversee all filing and backup records for all revenues and expenses

Banking and Bank Reconciliation

- Monitor bank accounts daily for cash flow planning and potential fraudulent transactions or bank errors
- Reconcile bank statements monthly
- Act as the lead contact with the organization's banking contacts

Payroll and Personnel

- Prepare and transmit bi-weekly payroll for staff and monthly payroll for contractors
- Enter all journal entries for payroll
- Manage the staff benefits system
- Oversee the preparation and issuing of T4s and T4As
- Maintain central record of staff vacation entitlements

Reporting

- Prepare weekly revenue reports for Management and ensure that all fundraising is being tracked and recorded
- Close financial books monthly and prepare monthly financial reports, including budget to actual variance reports
- Prepare quarterly reports for the Finance Committee

Tax Receipts

- Oversee the preparation of all tax and official receipts for donations
- Send all tax receipts and assist with inquiries from donors
- Maintain master tax receipting list in accordance with CRA requirements

Inventory Management

- Reconcile inventory on a monthly basis, including monthly deferrals, cost of goods sold & cost vs. net realizable value adjustments
- Assess inventory for impairment and prepare inventory provision calculations

Investment Management

- Act as the lead staff contact for the organization's investment advisor(s) and provide regular updates to Management and the Finance Committee

Budgeting and Financial Planning

- Lead the preparation of the annual budget, reviewing all areas of revenues and expenses with Management and drafting all presentation documents for the Finance Committee (including comparisons with prior and current years)
- Working with Management, lead the preparation of project P&L statements and assist with all related procurement requirements
- Prepare project budgets for funding proposals as required
- Working with Management, prepare forecasts as required
- Working with Management, prepare financial models to support long term planning development as required

Audit

- Close the financial books at year-end
- Make any adjusting journal entries needed
- Review actual income statement vs. budget
- Review Balance Sheet for anomalies and corrections
- Prepare audit prep per working papers from Auditors
- In consultation with the Finance Committee, implement auditor recommendations
- Once fieldwork is finished for audit, prepare Charity Return in cooperation with auditors
- Lead the preparation of the financial section of the Annual Report

Other

- Complete HST Return annually
- Correspond with Canada Revenue Agency, Charities Directorate, Ministry of Labour, and Corporations Canada as required
- Prepare all financial documentation pertaining to annual insurance renewals

QUALIFICATIONS

- Bachelor's degree in finance, commerce, business administration, or related
- Knowledge of Accounting Standards for Not-for-profit organizations (ASNPOs)
- Minimum 5 years' direct experience maintaining financial records, preferably within an arts organization context
- Experience in managing payroll
- Experience in overseeing annual budgets and audits
- Strong knowledge of QuickBooks
- Strong proficiency with Microsoft Excel and Word
- Preference will be given to applicants who are Chartered Professional Accountants
- Working knowledge of Salesforce or a comparable database system is an asset
- Superior attention to detail and discretion
- Superior organization skills and ability to prioritize effectively, and meet tight deadlines
- Strong ability to work remotely and independently as well as follow direction and communicate effectively

APPLICATION SUBMISSIONS

Please submit your CV and cover letter to the attention of Sara Angel, Executive Director, at jobs@aci-iac.ca, no later than December 5, 2022. Applicants will be assessed on a rolling basis.

We will be in contact to arrange interviews with those candidates invited further in the process. We thank all who are interested in the Art Canada Institute and this role, but only those considered for next steps will be contacted.

Upon the request of the applicant, ACI will provide accommodation during the recruitment process. If you are selected for an interview and you require accommodation, please inform the Executive Director.