



unitycharity.com | 126-20 Carlton Street, Toronto, ON, Canada M5B 2H5 | @unitycharity

FINANCIAL CONTROLLER – JOB POSTING – UNITY CHARITY

About Unity Charity: Unity is a national charity using hip hop art forms to promote resilience and well-being among youth, building healthier communities. Unity engages youth 12 to 29 by implementing school and community programs helping youth positively express their stress and develop skills for success. Unity empowers youth to make better choices as leaders, mentors and positive community role models leading to more productive citizens, safer schools, and healthier communities.

Profile: The successful candidate will have an innovative, entrepreneurial and caring spirit and a passion for the Unity Charity mission. A post-secondary diploma or degree in a relevant field will be considered a strong asset, along with previous financial management, operational oversight and strategic business analysis experience. A knowledge of hip hop culture and its related art forms will be considered an asset. We are seeking someone with a minimum of 3-5 years related experience, preferably in the not-for-profit sector, who is a results-oriented, accountable team player driven to improve the lives of youth in the community.

As the Financial Controller, your ability to lead and oversee the financial and operational framework for the organization will be critical. The successful candidate will not only be part of preserving and growing a strong charitable organization with an outstanding work culture, but also helping to create an environment of consistent innovation, learning and improvement. Your entrepreneurial mindset and proven ability to understand and elevate the success of small to mid-sized non-profits will make an immediate positive impact.

Role Description: As the Financial Controller, you will be active and accountable in the areas of financial management and analysis, operational oversight, leadership and change management. The position reports to Unity's Executive Director.

- **Financial Management & Reporting:** provide vision and strategic leadership to optimize Unity's organizational budget in order to best serve the needs of our communities, while delivering on financial objectives of each funder
- **Financial & Data Analysis:** identify financial risks and opportunities (for both income & expenses) to improve overall program outcomes while remaining financially responsible
- **Operational Oversight and Change Management:** provide vision, strategic leadership and take accountability for developing and implementing financial and operational processes/policies that improve organizational efficiency; measure the effectiveness of each to adapt and refine as needs of the organization changes
- **Leadership:** supervise and coach direct report(s) and provide leadership support to the entire team alongside the Executive Director and Program Directors

Key Accountabilities:

Financial Management & Reporting

- Manage all finance & accounting operations including Billing, A/P, A/R, Deferred Revenue and Income Reconciliation
- Develop & manage organizational budget with varying funding requirements and restrictions
- Work cross-functionally with Development & Programs teams to deliver on funding budgets and outcomes
- Enhance financial reporting systems to provide critical financial information, functionality and key metrics to the leadership team
- Responsible for completion of year-end audit; liaison between Unity Finance (CFO, Treasurer & Committee) and Auditor
- Oversee tax and regulatory filings
- Oversee the preparation and approval of all financial reporting activities, including clear presentation of all financial planning budgets, cash flow analysis, investment priorities and policy matters to the Board of Directors and Governance and Finance Committee

Financial & Data Analysis

- Develop and utilize forward-looking, predictive models and activity-based financial analyses to assess organizational performance against both the annual budget and long-term strategy
- Partner with the leadership team to ensure programmatic success through cost analysis support and compliance with all funder and programmatic requirements
- Support the development and review of funding applications and reports

Operational Oversight and Change Management

- Review and monitor all internal control processes and finance procedures, recommend enhancements to existing systems and manage the systems going forward
- Partner with leadership team to improve best practices and oversee technology direction and budget to ensure effective utilization of technology systems within the organization
- Remain up to date on non-profit audit best practices and provincial and federal law regarding non-profit operations and operational risk

Candidate Skills & Qualifications:

Leadership Skills

- As an ambassador of Unity's core values (respect, integrity, passion, community, youth), you will have the ability to lead, support, and inspire your team
- Team management experience with the ability to have difficult conversations with staff and others as necessary
- Effective at delegating, guiding, and enabling an efficient team to excel and achieve even greater impact through close knowledge of the skills, abilities, and ambitions of team members

Accountability & Organizational Skills

- Critical thinker with extreme attention to detail

- Possess excellent written and verbal communication skills
- Ability to be accountable, and keep others accountable to see projects, programs and efforts through to completion
- Strong ability to manage multiple competing priorities and deadlines
- Self-directed with ability to organize, plan, and prioritize

Problem Solving Skills

- Ability to deal with complex issues as they arise and overcome challenges in a collaborative fashion
- Ability to make sound decisions in a timely fashion seeking team input, using data, and applying creative approaches and innovative ideas

Interpersonal and Collaboration Skills

- A high degree of self-awareness and commitment to continuous professional and personal growth for self and team members
- Very collaborative with the ability to work well with a diverse range of people
- Flexible and adaptable
- Supports an anti-oppression framework in a workplace setting

Qualifications

- 3+ years of progressive experience in a leadership role overseeing finance and operations, with one or more organizations of equivalent nature and size, ideally in the non profit sector
- A university degree from an accredited Canadian or international institution
- Post-secondary education in finance or financial accreditation such as a MBA and CPA, CA, CGA, CMA or equivalent is considered a definite asset
- Demonstrated experience in annual charitable filings
- Proficiency in Quickbooks Online, DonorPerfect & Google Sheets (or like software)

Accommodations for individuals with disabilities: Persons with disabilities who need accommodation in the application or interview process, or those needing job postings in an alternative format, may contact rebecca.h@unitycharity.com

How to Apply: To apply for this role, please forward your cover letter and resume by Thursday, June 24, 2021 to maddie.l@unitycharity.com.

Unity sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted.