



**SYLVAN ADAMS
YM-YWHA**
CCJ BEN WEIDER JCC
HARRY BRONFMAN YCC

Job Opening: Controller

The Sylvan Adams YM-YWHA (“the Y”) is a member-driven organization with a 110 year history of pursuing its vision of sustaining Jewish continuity in Montreal. It provides a warm, welcoming and inclusive environment, rooted in Jewish values and open to those of all backgrounds, where its members can gather to participate in a wide range of social, physical and experiential learning activities that enhance their health and well-being, deepen their Jewish identity and appreciation of Jewish culture, and foster a connection to one another.

The Y is currently going through a process of reimagining its role in the community. We are looking for a Controller to join our team.

JOB SUMMARY

Under the supervision of the Chief Financial and Administration Officer, the Controller is responsible for the preparation of accurate and timely financial records, supervision of accounting staff, complying with internal process, reviewing and setting financial audit and operational policies and procedures. This position works closely and in collaboration with all departments in all financial matters.

RESPONSIBILITIES

- ❖ Manage and supervise accounting department
- ❖ Work closely with and support all departments in financial matters and internal compliance
- ❖ Manage budgets and quarterly forecasts
- ❖ Document and ensure compliance of audit, financial, operational and safety controls and procedures
- ❖ Troubleshoot in all aspects of accounting systems
- ❖ Oversee preparation and distribution of donation and other tax receipts
- ❖ Verification of bank reconciliations
- ❖ Prepare year end files for auditors
- ❖ Other accounting related functions, as required

QUALIFICATIONS

- ❖ Degree in Finance/Business or related
- ❖ 3 – 5 years’ experience in similar role
- ❖ Experience with QuickBooks
- ❖ Excellent problem solving abilities
- ❖ Strong communication skills in English and French
- ❖ Ability to adapt to change

- ❖ Strong computer skills
- ❖ Ability to avert problematic situations before they escalate
- ❖ Strong attention to detail and great analytical skills
- ❖ Works independently, resourceful and takes initiative, team player
- ❖ Experience in ActiveNet an asset

WHY THE Y

- ❖ Competitive wage
- ❖ On site café
- ❖ Membership to a state-of-the-art fitness facility
- ❖ Values-oriented community-engaged employment
- ❖ Best colleagues in town
- ❖ Free, underground parking
- ❖ We help you grow – personally and professionally

Do you have what it takes? Can you *imagine* the impact you can have as our **Controller** at the **Y**?

Please submit your CV and cover letter to hrsearch@ymywha.com with the position in the subject line. Only those candidates who are selected for an interview will be contacted.