



**Ronald McDonald
House Charities®**
Alberta

Controller Ronald McDonald House Charities® Alberta

Ronald McDonald House Charities® (RMHC) is passionate about providing a home away from home for families with seriously ill or injured children. Seventy per cent of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs and support systems to access vital – and often life-saving – medical care. We are here to help.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. Our growing organization offers 73 private family suites in Edmonton, Red Deer and Calgary, as well as operate a state of the art mobile medical clinic called the Ronald McDonald Care Mobile. Our Houses provide a warm, compassionate and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child who's admitted to a nearby hospital.

Reporting to the Director of Finance, the Controller completes and manages the organization's financial reporting function, leads our annual audit, supports cost allocations, reviews and monitors internal controls, and oversees the work of the Finance Officers.

Controller Qualifications/Experience

- CPA/CMA/CGA/CA designation is required.
- 3 years' experience post designation is required.
- 3 years' of QuickBooks experience is considered an asset.
- Previous work in a nonprofit with Raiser's Edge and Financial Edge experience will be considered an asset.
- Previous experience managing a small team.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Highly resourceful, intuitive and flexible.
- Proven organizational and time management skills with a keen attention to details.
- Able to prioritize and also adapt to changing priorities.
- Strong communication skills in person and virtually.
- Able to take direction and also work independently.
- Willing and able to flex work schedules to meet deadlines as needed.
- Travel within the city and provincially will be required.



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Controller Responsibilities

Reporting

- Compile and support various reports, schedules, dashboards, and narratives.
- Support production of timely month-end, year-end, and audit needs.
- Be proficient with and follow CRA tax and charity guidelines.
- Follow ASNPO standards and RMHC reporting standards.
- Preparing the monthly financial statements and supporting working papers.
- Reviewing and filing charitable returns.
- Analyze financial information detailing assets, liabilities, and capital, and prepare balance sheet, profit and loss statement, and other reports to summarize the current and projected financial position.

Administration

- Liaising with external auditors and preparing all necessary schedules and backup.
- Highly engaged in the budgeting process.
- Work with other departments to obtain accurate financial data.
- Oversee accounts receivables, accounts payables, and payroll.
- Reconcile QuickBooks to both our donor database and other internal databases.
- Ensure accuracy of reconciled monthly bank, credit card, and investment statements.
- Monitor and enforce financial policies and procedures.
- Leading a small team of Finance Officers.

Other duties as assigned.

This position is Monday through Friday from 8:30 – 4:30 based out of our Calgary or Edmonton location with some flexibility on hours. Additional hours during certain times of the year (e.g. audit) will be required as well as travel between RMHC offices. RMHCA offers a well-rounded compensation package as well as a great team environment.

Please submit resume with cover letter quoting the position title “**Controller**” along with salary expectations to hr@rmhcna.org. We would like to thank all applicants; however only those selected for an interview will be contacted.