



**Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further!**

### Overview

As we move through a period of exciting organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Controller**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

### Position Summary

This position will be responsible for overseeing the areas of Accounts Receivable & Payable, Budgeting, Procurement, PEO's corporate investment portfolio and ensuring the integrity & accuracy of financial transactions.

### Responsibilities

#### Accounting and Budgeting

Provide direction on multi-year financial budgets and plans in support of PEO's strategic objectives, more specifically:

- Ensure adherence to corporate financial policies, procedures and guidelines for general accounting and budgeting and ensure timely remittance of government and other statutory payments including payments to CRA and the Ontario Ministry of Finance;
- Review and approve accounting period deadlines and cut-off periods, payment cycles, and other such events that contribute to the effective posting and execution of accounting transactions each period;
- Monitor third-party contracts/service level agreements for variances to Invoices/billings and to budget allocations (as applicable) and oversee the maintenance of the inventory of all fixed assets in accordance with PEO's accounting policies; and
- Provide guidance to operating units to ensure consistent application of proper accounting and present recommendations to the Director, Finance regarding the funding needs for PEO.

#### Financial Reporting and Business Support

- Establish and maintain a financial accountability framework that identifies clear financial delegation of authority for the organization; and
- Proactively establish financial performance indicators to monitor, track and report on financial health.

#### Risk Management

- Manage the implementation of applicable aspects of the financial risk function, including: implementation of processes, tools and systems to identify, manage, monitor and report financial risks.
- Assist in the development of and manage the processes to identify and evaluate business areas' risks and control self-assessments.

#### Finance

- Provide support and maintain all budgets and general ledger, to ensure successful operations within financial guidelines and budgetary restrictions; and



- Advise Director, Finance on financial implications of business activities and provide recommendations.

#### **Procurement**

- Ensure procurement practices and processes comply with PEO's policies and procedures; and
- Approve invoices and expenditures in accordance with the Procurement Policy.

#### **Investment and Cash Management**

- Ensure that sufficient funds are available to meet long-term operational and capital investment requirements; and
- Perform appropriate due diligence on investment account to confirm that investments are consistent with the PEO's investment policy.

#### **Leadership**

- Provide guidance on strategic, tactical and service delivery matters to the Director, Finance and assist in the implementation of strategic business and operational plans, projects, programs and systems.

### **Specialized Skills and Knowledge**

#### **Knowledge of:**

- The mandate, policies and programs of Professional Engineers Ontario including the *Professional Engineers Act* as it relates to financial matters;
- GAAP, financial and accounting best practices and standards to provide leadership for the design, development, and implementation of corporate financial policies, processes and systems for PEO;
- Strong understanding of operations and business management principles and the strategic relationship between the financial management function and achieving business results;
- Treasury management strategies, patterns and tools; and
- Practical knowledge of organization/program delivery/service management and design to operate a high functioning, cost-effective corporate structure geared to regulatory operations.

#### **Skills and qualifications include:**

- Bachelor's degree in finance, accounting or business administration combined with CPA designation.
- Advanced finance or accounting degree (i.e. MBA, Master of Finance) is an asset.
- Seven-10 years' finance experience with at least five years' experience in a leadership capacity.
- Strong analytical skills and proficient with Microsoft Office products and accounting software (Microsoft Dynamics).
- Strong leadership skills to coach & motivate staff with excellent interpersonal & relationship building skills.
- Ability to create an inclusive, welcoming work environment and to lead a positive and respectful work environment for all employees.

**If you are interested in this role, please forward your resume and cover letter (including salary expectations) to [peocareers@peo.on.ca](mailto:peocareers@peo.on.ca) by August 15, 2021.**

*PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.*

*We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.*