

About PEO

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mandate is to regulate and advance the practice of engineering to protect the public interest.

Mandate

Since 2019 PEO has embarked on an ambitious journey of renewal, informed by both a regulatory and organizational review, to transform PEO into a modern regulator that delivers on its statutory mandate, supported by a governance culture that enables it to consistently make decisions that serve and protect the public interest.

Integral to advancing transformation has been the introduction of a shared services model and division where key enablers of organizational effectiveness reside. Finance is one of these enabling functions, ensuring that the organization is provided with a highly reliable end-user experience, services, processes and technology.

As we move through this period of exciting organizational change, PEO has an immediate opening for a Controller. This is a great opportunity for an accounting professional who wants to help drive change at PEO by evolving the finance function to a more strategic business partner, providing meaningful data to aid decision-making across the organization. This role reports to the Director of Finance and will be responsible for leading a team of 12 with responsibility for the co-ordination of all financial management, control, reporting, and procurement functions for PEO and will act as custodian of its investments and assets.

Outcomes

As a trusted partner, provide guidance and support to the Director, Finance ensuring that operational plans, projects, programs, systems and service delivery is aligned to the strategic objectives of PEO.

Become a strategic partner to the business by interpreting traditional financial and budget data, providing insights, making it digestible to inform strategic decisions.

Measure what matters. Have a clear understanding of PEO's customers and stakeholders, gaining insight into their operations, what success looks like for them, identifying more meaningful trends and KPIs that need to be reported on and analyzed.

Learn what the real issues are. Listen to stakeholders and managers, to ensure that each group's information needs are met by adopting appropriate tools and technologies designed to better visualize data and identify trends, share information across the organization and provide ad-hoc reporting capabilities.

Acts as a mentor and facilitator to create and sustain a co-operative and supportive team environment through the sharing of information, actively working with staff to provide training and empowering them to attain optimal work performance with a high level of accountability.

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.
- 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.

Property Management

- Prepare annual operating and capital budgets, quarterly reforecasts and provide analysis as requested.

- Review and analyze tenant leases, and year-end audited cost statements to facilitate final tenant billing reconciliations.
- As required work with property management to address issues and provide guidance on proper accounting policies.

Leadership

- Plays a key role working with the Director of Finance in planning and priority setting and developing departmental strategies that support PEO's future vision and regulatory mandate.
- Meets regularly with functional unit leads to ensure that objectives and priorities are clear, and efforts are coordinated. May also participate in task forces, committees, and other initiatives.
- Contributes to the cultural shift of PEO by providing effective and inspiring leadership, promoting and advocating for a culture of accountability, performance measurement and service excellence.
- Elevates team performance by setting operational and/or performance goals that are aggressive, achievable and tied to long-term goals, effectively managing group efforts and performance.

Skills and Qualifications

PEO seeks a financial manager with proven experience with GAAP, financial and accounting best practices, and fundamental treasury management strategies to manage ongoing financial operations combined with a process-improvement mindset to assist in the design, development, and implementation of process and systems enhancements.

- Strong understanding of operations and business management principles and the strategic relationship between the financial management function and achieving business results in a business services environment. Experience of having worked in an NPO would be highly desirable.
- Practical knowledge of shared service methodologies to help evolve Finance's service delivery contributing to a high functioning, cost-effective corporate structure geared to regulatory operations.
- Experience in systems implementation and change management within a complex or matrixed environment is highly desirable.
- Property management experience would be an asset.
- An inclusive and empowering manager able to create a respectful work environment while elevating performance.
- Seven-10 years' finance experience with at least five years' experience in a leadership capacity.
- Bachelor's degree in finance, accounting or business administration combined with CPA designation. An advanced finance or accounting degree is an asset.
- Strong analytical skills and proficient with Microsoft Office products and accounting software (Microsoft Dynamics).

In these times, we rely on a balance of on-site and virtual team meetings and management practices to support both performance and collaboration.

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.

If you would like to apply for this role, please forward your resume and a cover letter outlining salary expectations to talent@lm2collective.com by January 31, 2022.