



**Kerr Street Mission**  
Oakville's Mission of Hope



# **Opportunity Profile**

**CONTROLLER/MANAGER OF FINANCE  
KERR STREET MISSION**

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**NELSON/KRAFT**  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Are you an experienced Controller or Manager of Finance, with a knowledge of not-for-profits? Kerr Street Mission (KSM) is looking for an analytically strong, improvement-minded Controller/Manager of Finance to successfully manage all financial tasks, including budgeting and accounting.

Under the general direction of the Executive Director, the Controller/Manager of Finance will be a key member of the Senior Leadership Team, and a valued participant at KSM board meetings. You will be responsible for all aspects of financial control and reporting, and ensure organizational compliance with legislation and CRA regulations.

Beyond financial operations, the Controller/Manager of Finance will participate in a culture of caring for individuals who are on the margins in Oakville, Ontario.





## OUR STORY

Kerr Street Mission is a Christian registered charity committed to being a leader and catalyst in the Oakville community. We are passionate about developing youth so they have a better future, and coming alongside families so they have the help they need to change their situation. Our faith in Jesus Christ, and the love and compassion we have received from Him motivates us to have love and compassion for others. We believe every person is created in the image of God and is loved and valued by Him. We work with people of all faiths without discriminating, proselytizing or condition.

To learn more about what Kerr Street Mission is doing in Oakville, check out this [video](#).



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## **OUR MISSION**

Provide help for the present and hope for the future for all those living in need in Oakville.

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## **OUR VISION**

Provide care and a community of support for those in Oakville that are struggling and in need, improving their current and future well-being.



## WHAT WE DO

- We come alongside individuals and families in need to help them get to a healthier, more stable and sustainable situation.
- We come alongside children and youth to provide opportunities and development, so they have a better chance of success in school, career, relationships and life.
- We provide a place where those in need can gather and can find help.
- We bring people together to serve and be served.
- We facilitate the communities' response to the families and individuals in need and distress.
- We create opportunities for God's love and compassion to be shared in practical and tangible ways.

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# WHO WE SERVE

- At-risk youth.
- Low income and at-risk families.
- Churches and other centres committed to serving their community.



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# THE JOB



## POSITION SUMMARY

Working cooperatively with the Audit and Finance Committee, the Controller/Manager of Finance contributes to the overall success of the organization by effectively managing all financial tasks, including budgeting and accounting. This role is responsible for all aspects of financial control and reporting, both internally and externally, and compliance with applicable legislation and CRA regulations. The Controller/Manager of Finance will also steward a strong culture based on our core values and reflective of our faith.

# KEY RESPONSIBILITIES

## FINANCE & ACCOUNTING MANAGEMENT

- Liaise with external auditors to produce annual audited statements.
- Work directly with the ED and the leadership team to develop an annual budget and multi-year financial forecasts.
- Manage annual budgets effectively, which includes reporting accurately on progress made and challenges encountered.
- Oversee organizational finances and accounting as per Accounting Standards handbook and CGAAP, and recommend financial policies and procedures to ensure best industry practices.
- Ensure that all statutory requirements of the organization are met, including Payroll Receiver General remittances, WSIB, EHT, T3010, HST rebates etc.
- Oversee the financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash to enable optimal financial performance.
- Develop and implement policies and procedures as required to ensure that personnel and financial information is secure.
- Manage all banking and investment relations and activities.
- Develop and document systems to monitor designated funds from contracts of contributions and grants.
- Supervise the bookkeeping functions, including accounts payable, accounts receivable, and payroll.
- Assist with the negotiation and management of Directors and Officers Liability and General Commercial Liability Insurance, and ensure adequate coverage as required.

# REVENUE MANAGEMENT

- Ensure security of funds, accurate account coding, and entry to the accounting system.
- Oversee timely preparation of tax receipts and thank you letters to funders and donors.
- Provide accurate and clear reports to funders and donors, as needed.

# FINANCIAL REPORTING

- Assist the ED and the Audit and Finance Committee (AFC) with financial reporting, and as required by the KSM Board, and provide advice to support the decision-making process.
- Develop and maintain timely and accurate financial statements and reports (balance sheets, income statements consolidated and by program, cash flow, cash flow forecasts, etc.).
- Prepare and present monthly, quarterly, and annual financial reports to the AFC, ED and leadership team.
- Prepare all supporting information for the annual audit with the approved external auditor.
- Prepare all supporting information for authorized groups, such as the CRA and Workers Compensation.
- Provide accurate and timely reporting on the financial activity of individual projects to enable the development of funding reports.

## PAYROLL & ADMINISTRATION

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner, and manage the tracking of vacation, sick leave and other leave according to KSM policies.
- Oversee the preparation of T4s and T4As.
- Assist with the negotiations and management of the employee insurance and group benefits plans.

## LEADERSHIP & PEOPLE MANAGEMENT

- Direct, engage and coach direct reports so that they are empowered to fulfill their role effectively, which includes supervising the Finance office staff and volunteers.
- Regularly lead staff devotions and prayer meetings.

## IT SUPPORT

- Maintain an inventory of IT assets, set-up, training and support for staff (including laptops, printers, phones, etc.).
- Manage Blackbaud, system functions, training and support.

# QUALIFICATIONS

- CPA membership in good standing.
- Thorough knowledge of non-profit accounting standards, ASPE and Canadian GAAP.
- Thorough knowledge of the Not-for-profit Corporations Act and regulations.
- Knowledge of Blackbauds' Financial Edge and Raiser's Edge is an asset.
- Minimum of 5 years' experience in a related position within a not-for-profit organization.
- A humble heart.
- Able to work with minimal supervision.
- Able to maintain a high level of confidentiality.
- Excellent verbal and written communication skills.
- Strong organizational and problem-solving skills.
- Agreement with Statement of Faith and able to comply with the Mission, Vision and Core Values of KSM.
- Able to pass a vulnerable sector police background check.

Kerr Street Mission is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. KSM will offer an environment that will support you in reaching your potential. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in their cover letter when they apply.

# SEARCH PROCESS

## OUR SEARCH TEAM



**KEITH KNIGHT**  
LEADING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders.

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519.831.5765

He has served in leadership roles throughout his life, both within his church community and the broader provincial, national and international communities. He thrives on relationship-building and discovering organizational and individual needs. Keith says that his passion is "people and helping them flourish."



**JEFF PITCHFORD**  
SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

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# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Application Deadline:** February 26, 2022

**Target Start Date:** April 2022

**Location:** Oakville, Ontario

## HOW TO APPLY

Forward your resume and cover letter to **info@nelsonandkraft.com**.

Please note, qualified candidates for this search must be a Canadian resident and eligible to work in Canada at the time of application.

Nelson/Kraft & Associates Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.