



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Controller

Department: Chief Operating Officer

Status: Permanent

Full Time Equivalent: 1FTE

Salary Range: \$88,434 - \$140,454

Positions Available: 1

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan (USask) and located on the USask campus in beautiful Saskatoon. Through its federation with USask, STM offers over 220 Arts and Science credit courses to USask students. In our mission statement, we affirm that “through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourishes our life as teachers and members of the wider academic and Catholic intellectual community.”

PURPOSE:

The Controller at St. Thomas More College (STM) performs highly specialized accounting, financial reporting, and business administration work in the Office of the Chief Operating Officer (COO). The position promotes and enhances fiscal leadership through long-term financial strategy and planning, monitoring, management and reporting, while ensuring adherence to all applicable regulations.

NATURE OF THE WORK:

Reporting to and working under the direction of the COO, the Controller directs and coordinates the daily activities of the accounting team. The role requires responsiveness and attention to detail, strong accounting and financial acumen, and an agile approach to address issues unique to post-secondary academic institutions and registered charities. Upholding financial integrity, the Controller delivers accurate and timely financial reporting to a diverse set of internal and external stakeholders. This is a dynamic and service-oriented role. The individual must be highly motivated, accountable, results oriented, and a team player.

RESPONSIBILITIES:

- Oversees the daily accounting activities required to maintain and safeguard the integrity of the College’s accounting records.
- Supervises, directs, and reviews the work of the accounting team. (This includes but is not limited to cash handling and reconciliations; trust, restricted fund and endowment account reconciliations; accounts payable and accounts receivable processes; fixed asset activity; etc.)
- Prepares annual financial statements and manages the College’s annual audit with the external auditor.
- Prepares and manages cash, capital, and operating budgets and forecasts.
- Manages the Registered Charity Status for the College and ensures all related processes (e.g., donation record keeping and filing the annual charity return, etc.)

- Administers and supports research grant management and financial reporting. This includes researching and implementing practices that adhere to the appropriate regulations, providing ongoing support for faculty members in their active research, preparing and submitting accurate financial research reporting, and providing leadership on financial issues in research.
- Monitors, manages, and maintains appropriate financial records for restricted and endowed funds to ensure adherence to regulations and maintain confidence for donors and all stakeholders.
- Resolves complex accounting issues and works with external auditors to present the College's financial information in accordance with Generally Accepted Accounting Principles (GAAP).
- Creates and produces accurate and timely financial and regulatory reports involving the College's accounts for various internal and external stakeholders on a regular and required basis.
- Coordinates monthly, quarterly, and annual closing activities.
- Researches, recommends, and implements ways to improve accounting and reporting processes and procedures.
- Monitors the internal controls around all financial areas to reduce risks to an acceptable level and to safeguard STM assets.
- Performs other duties as assigned or required.

EXPECTED KNOWLEDGE, SKILLS, ABILITIES:

- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Experience with governmental/non-profit accounting principles and procedures.
- Expertise with regulations and processes for registered charities.
- Demonstrated experience in strengthening internal controls and risk management, including developing and establishing financial policies and procedures.
- Proven ability to navigate complex financial scenarios, ensuring both compliance and alignment with the College's mission and strategy.
- Ability to work independently.
- Ability to effectively direct and supervise others.
- Ability to work effectively as a part of a team.
- Knowledge of operating and capital budget concepts to prepare and maintain the annual operating and capital budgets.
- Ability to analyze financial data and to prepare accurate reports in a timely fashion.
- Above average knowledge of Office 365 application (e.g. Microsoft Word, Excel, Access, PowerPoint, etc.).
- Strong organizational skills.
- Ability to communicate effectively both written and verbally.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions.
- Ability to establish and maintain effective and appropriate relationships with the STM community including senior administration, faculty, students and other employees.
- Adept in leveraging technology to optimize financial processes and ensure timely, accurate, and transparent reporting.
- Ability to be bonded.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- A Chartered Professional Accountant (CPA) designation and a Bachelor's Degree with an emphasis in accounting or an equivalent combination of education and experience is required.
- At least 5 years of experience in financial accounting, auditing, internal control, and financial statement preparation is preferred.
- Experience working with Sage 300 financial management system is preferred.
- Supervisory experience in directing the work of others involved in processing and reporting financial information is an asset.

We offer a competitive salary and a comprehensive benefits package. Starting salary will be commensurate with education, training, and experience.

APPLICATION:

Interested candidates should email their resumé to the attention of the Associate Director of Human Resources at humanresources@stmcollege.ca. Review of applications will begin on April 21, 2025, and continue until the position is filled.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to, LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**