



TYPE: External Advertisement
ROLE: Controller
BUSINESS LINE: VantageOne Credit Union

DATE: June 21, 2024

POSTING NUMBER: EX 2024-13
CLOSING DATE: Until Filled

Are you a financial controller looking for an opportunity to grow your career in a full-time, in-branch role from Monday to Friday. If you have a passion for leading, managing and mentoring a high performing accounting team, enjoy collaborating with other departments and driving continuous improvement in the finance function, we would like to meet you!

Who We Are:

At VantageOne, we are neighbors helping neighbors. We have been helping our neighbors since 1944 when our first branch was opened in the North Okanagan. We are driven by a strong set of values that guide our actions and define our commitment to our members, clients, and employees. We are passionate about our Members and Clients, we are Action Driven to explore ways to innovate and simplify our member and client experiences, we take Ownership and are Accountable for our actions and we are always striving to Be the Best. In addition, we are dedicated to promoting Diversity, Equity, Inclusion, and Reconciliation (DEIR) in all aspects of our organization.

Our mission is clear, we provide our communities with access to member-focused advice, high-quality financial services, and help our communities and employees grow.

What You'll Do:

As the Controller, you will lead and manage the finance and accounting team of the Credit Union, providing guidance, mentorship, and support to ensure high performance. You will oversee all aspects of Credit Union and Subsidiary financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, and coordinate regulatory reporting. Additionally, you will research technical accounting issues for compliance, support month-end and year-end processes, and ensure quality control over financial transactions and reporting. You will manage compliance, government reporting requirements and tax filings, develop and document business processes and accounting policies, and analyze financial data to create models for decision support. Collaboration with other departments to support overall business goals, preparing financial reports for board meetings, and driving continuous improvement in the finance function by implementing best practices are also key responsibilities.

What We're Looking For:

Candidates should possess an accounting designation from a recognized institution, (CPA) and 7 to 10 years' experience in a management or supervisory role in a Finance Department or Credit Union Accounting Department. The ability to process payroll in a multi-branch/division. Additionally, candidates should demonstrate exceptional leadership skills with the ability to motivate and empower others, as well as strong communication and interpersonal skills, enabling effective relationship-building and collaboration. Furthermore, the ideal candidate will have experience with SageAccPac, Excel and various other accounting software programs. Experience in managing in a unionized environment is an asset.

Why Join Us:

We offer a competitive base salary (\$70,00.00 to \$90,000.00 per year) and benefits package, along with opportunities for career growth and advancement. You'll thrive in our collaborative work environment, where your contributions are valued and recognized. Plus, you'll have the chance to make a real difference and leave your mark on our organization while supporting and developing employees and making a positive impact on our members and in the community.

To apply, please submit your resume and cover letter to HR@vantageone.net. We welcome applications from all interested; however, only those selected for an interview will be contacted. For full role duties please see job description.



Job Description

POSITION TITLE:	Controller
BUSINESS:	VantageOne Credit Union
UNIT/DEPARTMENT:	Finance, Accounting and Property Administration
LOCATION:	3108 33 Ave Vernon BC
REPORTS TO:	Vice President, Finance

PURPOSE OF POSITION

The Controller position is accountable for the accounting operations of VantageOne Credit Union and subsidiaries. This position is responsible for mitigating risk for the entire organization by ensuring that the reported results from the overall organization comply with generally accepted accounting principles and international financial reporting standards.

ROLES AND RESPONSIBILITIES

Controller:

- Preparation/review and analyze monthly and annual financial statements of Credit Union and subsidiaries for inclusion in Board Report
- Responsible for [quarterly/monthly] reporting to VP, Finance
- Provides and completes timely financial statements, monthly activity, profit and loss statements by various branches/subsidiaries and on a consolidated basis.
- Coordination and preparation of annual operating and capital budgets of the Credit Union and subsidiaries
- Work with external firms on year-end preparation and audit
- Responsible for the completion of year end statements in an accurate and timely manner which includes the preparation of audited financial statements and notes that adhere to financial reporting standards
- Working closely with team to complete monthly procedures
- Offer financial expertise and assist VP, Finance in recommending strategies to continually improve the company's performance
- Initiate new and innovative activities to ensure continuous improvement of processes, policies and systems within the accounting area. Improve accounting and administrative policies across the department, including margin analysis and balance sheet management.
- Actively participate in the development of the Finance & Administration business plan and budget.
- Work closely with subsidiary managers in meeting their financial reporting and analysis needs to run their business lines more profitably.
- Oversee payroll function
- Work closely with the VP, Finance to create, implement and monitor annual operating plans
- Coordinates the accounting functions, accounts receivable, accounts payable, payroll, variance reporting, costing, and all other general ledger and financial statement functions.
- Assists in the financial activities required for VantageOne Credit Union and VantageOne subsidiaries
- Prepares and submits Financial Statement Statements for all subsidiaries to the VP, Finance and the CEO for inclusion Board Report
- Prepares budget variance reports for VantageOne subsidiaries
- Assists in the annual planning process and business plan objectives for corporation
- Assists in preparation of all corporate annual budgets and year end financial statements
- Reviews reports to monitor audit trails
- Performs accounting and audit functions as required
- Assists in the production and distribution of month end, quarterly and annual reports
- Ensures all legislative requirements are met
- Adheres to corporate and department policy and procedure
- Prepares budget and financial statement for main branch building location
- Directs the preparation of monthly and annual financial statements and reports for review by senior management, Board of Directors and regulatory agencies.
- Assists with analyzing and reconciling variances
- Monitors and manages overall Credit Union accounts payable and general ledger accounts
- Monitors Credit Union accounting systems and procedures; identifies short-comings and recommends new or improved accounting methods.
- In the absence of the Finance Administration Assistant – Payroll responsible for the processing of payroll, benefits and leave services

Leadership:

- Manages and directs a team in the Finance Administration area providing accounting services for the Credit Union.
- Assure work assignments are completed on time with accuracy.

- Guide team members in the development of goals to support the business plan and monitor progress toward these goals.
- Drives operational efficiencies to maximize resources and enhance productivity
- Translates and communicates VantageOne's strategies and objectives with relevant teams and colleagues to ensure successful execution of annual business plan.
- Provides input and recommendations in creation of annual business plan and budget; collaborates with the leadership team to ensure the areas of improvement are aligned with the business needs.
- Provides leadership to all direct reports; provides coaching to build capabilities and fosters professional development to enable employees to optimize their contribution and maximize employee engagement.
- Organizes, schedules, assigns tasks to ensure that maximum service levels are being provided and that workflows smoothly.
- Ensures staff levels meet current and projected workflow requirements.
- Works with Human Resources in recruitment planning. Acts as Chair of the Interview Committee for vacant positions directly reporting.
- Proactively manages staffing levels by managing and controlling FTE and salary budget for assigned location.
- Manages the corporate performance management system process, providing ongoing feedback to staff through corporate performance management system. Establishes and implements development plans. Develops each employee to their highest potential by identifying areas of improvement and appropriately coaching, training or correcting the employee's performance.
- Holds assigned staff accountable for performance, attitude and behaviour.
- Manages and delivers progressive discipline of location staff.
- Hears grievances at Step 1 for positions directly reporting
- Manages and administers the Collective Agreement within bargaining unit locations and the Employee Handbook within non-union locations.
- Conducts training and development programs for new and seasoned staff members to ensure maximum quality of service is maintained, to promote staff growth, to ensure product knowledge is sufficient to foster relationship and sales and service building, and to introduce new or revised procedures.
- Provides technical direction in all areas of assigned staff job functions
- Resolves complex problems and complaints to ensure needs of members and the business are met
- Provides overrides and maintains location signing authority
- Maintains up to date of knowledge of Credit Union procedures, products, services, promotions and procedures
- Leads location staff meetings

Property Administration:

- Responsible for assigning work, providing input into performance reviews and providing advice and guidance to the Facilities Manager.
- Responsible for the administration of all leases with tenants in the Main Branch location
- Responsible for the administration of all leases for remote branch locations
- Responsible for all communication to building tenants
- Responsible for the administration for main branch building
- Assists in the planning and recommendations of building improvement projects
- Responsible for ensuring maintenance of main branch building is completed as required
- Liaison between branches and branch building owners

Chief Anti Money Laundering Officer (CAMLO) – Back Up

- In the absence of the CAMLO this position acts as the corporate CAMLO, providing guidance and training to employees on matters related to anti-money laundering/terrorist financing compliance matters.
- Develops and implements risk policies and programs and ensures Credit Union compliance to Anti Money Laundering legislation.
- Monitors, tracks and reports suspected Anti Money Laundering Transactions
- Manages relationships with external regulators, such as FINTRAC and service providers.
- Assists in the development of Anti Money Laundering processes within the Credit Union ensuring compliance to legislation and mitigating risk.

Team

- Leads team meetings.
- Provide operational support to executive work team members.

Other Duties as assigned

EDUCATION & EXPERIENCE

Education:

- Bachelor of Commerce/Business Degree with major in Accounting and Completion of a professional accounting designation (CA, CMA CPA).

And

Job Related Experience:

- 7-10 years' experience in a supervisory role in a Finance Department or Credit Union accounting department with payroll experience in a multi-branch/division in a unionized environment

- 3 – 5 years in a leadership role.
- Knowledge of SageAccPac system, proficient in Excel, working knowledge of accounting software

Or

An equivalent combination of both education and experience acceptable to VantageOne.

STRENGTHS AND ABILITIES

Striving Strengths	Thinking Strengths	Relating Strengths
<ul style="list-style-type: none"> • Ability to Achieve • Desire to Succeed • Competent • Committed to be of Service to Others • Ethical • Available 	<ul style="list-style-type: none"> • Focused • Disciplined • Able to Arrange • Responsible • Problem Solving Ability • Committed to Accuracy 	<ul style="list-style-type: none"> • Empathetic • Caring • Team Player • Ability to build and sustain relationships • Partnership and Advice Focused • Positive Attitude

PHYSICAL REQUIREMENTS

Physical exertion

Regular between ¼ and ½ of the time this includes stooping, reaching, pushing, pulling and/ or lifting.

Visual attention

Regular between ¼ and ½ of the time may include intense reading of documentation or data, close monitoring of computer screens or detailed work.

Travel

Minimal Travel. Travel either day to day or overnight on VantageOne business is not required in this position.

Manual Dexterity

Frequent between ½ and ¾ of the time this includes computer keyboarding, mouse adding machine work for a significant portion of the workday. 40 Wpm Keyboarding Skill.

Nature of Supervision

Immediate Supervisor	Vice President, Finance
Supervisor Responsibility Level	Department Supervisor – This position is responsible for departmental staff. Planning staff resources based on operational needs and budget constraints and includes hiring, dismissal, promotion and salary adjustments and identifying development needs as they relate to the corporate objectives.
Positions Supervised	Accounting and Finance and Facilities staff