



JOB POSTING

Job Title	Comptroller	Status	Full Time
Location	Brampton	Salary Range	\$141,000 – \$147,000
Hours	40 hours a week	Posting #	
Schedule	Monday-Friday, 8:30am-5:00pm	Closing Date	Open Until Filled

EFry Hope and Help delivers trauma-informed, inclusive, and gender-responsive programs that support women and girls at risk or involved in the legal system, empowering them to build safer, more stable lives.

We are seeking a full-time Comptroller who is ready to advance their career while helping to power meaningful change in the lives of women and girls. This leadership role oversees the Finance Department and ensures the integrity of all financial operations, including the development and maintenance of financial processes, accounting systems, and reporting procedures. The Comptroller will guide business and funding planning, agency-wide budgeting, financial controls, and reporting, while also supporting funding negotiations. This position provides strategic oversight of payroll, accounting, purchasing, insurance, information systems, telecommunications, and overall office administration.

Reporting directly to the Executive Director, the Comptroller is responsible for developing annual budgets and preparing audit-ready financial statements in accordance with Generally Accepted Accounting Principles (GAAP) for not-for-profit organizations.

KEY RESPONSIBILITIES:

- **Provide leadership and mentorship** to Finance Department staff, ensuring efficient daily operations and effective administrative support across the organization.
- **Develop, implement, and maintain robust accounting policies and procedures**, ensuring accurate and timely financial statements that meet funder requirements and contractual obligations.
- **Prepare and present financial and operational reports** for annual audits, the Senior Leadership Team, the Board of Directors, Board Committees, and external auditors.
- **Maintain strong internal controls** to safeguard financial and data integrity. Establish guidelines for budgeting and forecasting, and lead the preparation of the annual budget in collaboration with the Executive Director.
- **Serve as the primary administrative contact for auditors**, ensuring timely access to required information. Support the Executive Director with financial reporting for Board meetings and audit processes.
- **Produce timely and accurate financial statements and reports** in accordance with GAAP and consistent with the expectations of the Board of Directors and Executive Director.
- **Oversee monthly reconciliations** of all general ledger accounts and bank statements, ensuring completion and review prior to finalizing financial statements. Manage organizational cash flow and prepare cash flow forecasts in alignment with policies and procedures.
- **Ensure compliance with all statutory requirements**, including payroll withholdings (CPP, EI) and applicable taxes. Lead year-end processes, including preparation for year-end reconciliations.
- **Develop and enforce policies and procedures** to ensure the security and legislative compliance of all financial information.
- **Oversee organizational insurance coverage**, including Directors & Officers, Errors & Omissions, General Liability, Property Insurance, and other required policies.
- **Provide final approval of payroll transmissions** prepared by the payroll administrator.
- **Manage the acquisition and lifecycle of capital assets**, ensuring proper recording, amortization, and disposal in accordance with established policies.

QUALIFICATIONS AND EXPERIENCE:

- University degree and/or college diploma in a related field, along with a recognized professional accounting designation (**CA, CMA, or CGA**).
- **Minimum 5 years of progressive financial experience** in the non-profit or private sector is preferred.
- **Minimum 3 years of management experience**, with strong knowledge of accounting practices and GAAP applicable to non-profit, private, government, or related sectors.
- Engages funders and program leaders directly, translating service-delivery needs and funder obligations into practical financial processes that support both the mission and the agency's contractual requirements
- Exceptional communication skills and a proven ability to build strong, collaborative relationships at all levels of the organization.
- Significant experience leading change initiatives and navigating fast-paced environments, with a track record of strengthening and improving organizational culture.
- Proactive approach to responsibilities, consistently seeking opportunities for process improvement and delivering accurate, timely work.
- Strong analytical and organizational abilities, with demonstrated success in managing complex financial operations.
- Advanced skills in financial forecasting, management analysis, budget execution, and audit planning.

MANDATORY JOB REQUIREMENTS:

- Satisfactory Criminal Record Review and Enhanced Reliability Clearance
- Doctor's note of fitness to perform the duties of the job.

EFry Hope and Healing for Women is an equal opportunity employer and is committed to building a diverse workforce representative of those we serve. We strongly encourage applicants that represent those we serve and welcome applicants with non-traditional educational backgrounds and field experience. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

To apply, please send your cover letter and resume to careers@efryhope.com with the position you're applying for as subject line. This position is for an existing vacancy. The use of AI would not be used in screening applications.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview would be contacted.