



Are you interested in joining a team where you are improving lives by propelling meaningful healthcare advancements within our community? At **Calgary Health Foundation**, that is what we do! Through collaboration, philanthropy, and strategic investment, we enable new levels of excellence across the entire healthcare system, all to enhance outcomes and build healthier communities.

We are growing and have exciting career opportunities within many areas and functions. If you are ready to make a difference in the community in which you live and work, please apply today.

THE OPPORTUNITY: Controller

Calgary Health Foundation is looking for a detail-oriented and results-driven finance professional to join our team. As our Controller, you will lead the day-to-day functions of the Finance team, including finance, accounting, reporting and analysis, budgeting, audit, and regulatory compliance activities.

Key accountabilities of the role include:

- **Overseeing financial management and reporting functions**, including general ledger entries, monthly investment accounting, and preparation of financial statements, ensuring accuracy and timely completion for quarter-end and annual reporting.
- **Leading the annual audit process**, ensuring all working papers and financial statements are prepared for auditors, while ensuring ongoing compliance with all provincial, federal, and regulatory reporting requirements.
- **Preparing the annual budget and quarterly forecasts**, coordinating department budgets and collaborating with department heads to project revenue and expenses.
- **Developing and implementing** internal controls in collaboration with the CFO, while maintaining financial system integrity (Financial Edge NXT).
- **Continuously improving financial processes and reporting** to ensure process optimization and compliance with regulatory standards.
- **Directly managing the finance team** by setting goals, reviewing performance, providing mentorship, cross-training, and offering backup support as needed to foster professional growth and effective team performance.

THE IDEAL CANDIDATE

The ideal candidate has a strong background in accounting and financial management, with direct experience overseeing general ledger functions, financial reporting, and budgeting. Possessing in-depth knowledge of compliance regulations, audit processes, and financial systems, and a proven track record of developing and implementing effective internal controls, the successful incumbent will utilize their strong leadership and communications skills to manage and develop a finance team with a focus on continuous improvement and process optimization.

Additional qualifications:

- Bachelor's degree in accounting, finance, or related education required
- A minimum of 8 years of experience in an accounting role.
- A minimum of 3 years of management or supervisory experience.
- Direct experience working with Financial Edge NXT or similar finance, accounting and reporting software.
- CPA designation preferred.
- Professional experience in not-for-profit and/or registered charity is preferred.

If this sounds like you, please apply by no later than March 9th, including a cover letter and résumé via:

- **LinkedIn (preferred):** [Controller | Calgary Health Foundation](#)
OR

- by email in confidence to careers@calgaryhealthfoundation.ca.

ADDITIONAL INFORMATION

It is expected that the starting salary for this position will be in the range of \$120,000 to \$130,000, aligned with the successful candidate's experience and skill set.

Calgary Health Foundation is a community-based charity raising funds to advance our city's healthcare. For more information about Calgary Health Foundation, please visit www.calgaryhealthfoundation.ca, or find us at on social media @yyc_health and calgaryhealthfoundation.

Our team is made up of people-minded, empathetic, and innovative contributors. We are an equal opportunity employer, and we strive to create an inclusive culture for all employees. We believe that diversity and collaboration amongst our teams drives innovation and transformation.

If this posting describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.