

Bayview Glen

INDEPENDENT : SCHOOL

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

We're looking for a **Financial Controller** to join our team for a one year contract. Reporting to the Chief Financial Officer and working closely with the entire Finance team, you'll be responsible for the effective oversight and management of all accounting functions for the School, leading the budgeting process, preparing all regular and ad hoc financial reports and preparing the school's financial statements and returns.

What You'll Be Doing:

- Developing and maintaining financial accounting systems for cash management, accounts payable, accounts receivable, credit control and management reporting, including monthly Board package.
- Establishing and maintaining accounting practices and procedures in accordance with Generally Accepted Accounting Principles (GAAP), and implementing and monitoring internal financial controls to ensure integrity in data and reporting.
- Managing the annual audit process and preparing all necessary documentation to support the process.
- Managing the budgeting and forecasting process, in consultation with leadership and faculty, to ensure department and overall operating and capital budgets are within approved levels.
- Overseeing the accounting functions for the School, including the monthly payroll and associated remittances, student billing/accounts receivable and accounts payable functions.
- Developing, implementing, and documenting business processes and accounting policies to maintain and strengthen internal controls.

What You'll Need:

- University degree in Accounting, Commerce or equivalent.
- CPA accounting designation combined with progressive work experience within the accounting and finance field.
- Demonstrated knowledge and expertise of accounting principles and procedures, payroll practices and internal control procedures.
- Strong analytical and financial modelling abilities.
- Proficiency in MS Office with advanced skills in MS Excel, Outlook and Word and specialized accounting applications.
- Experience documenting and continuously improving procedures.
- Excellent interpersonal, communication and leadership skills.

- Strong organizational and team skills with ability to meet changing priorities in a fast-paced environment.
- Proven ability to identify problems, visualize and implement best solutions.

Who You Are:

- Motivated self-starter, energetic with a positive attitude and a results driven work ethic.
- Proactive with a keen attention to detail and ability to meet deadlines.

Here's What We Offer:

- A competitive salary
- A generous group benefit and RRSP plan
- A collegial work environment where employees have fun together.
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow.
- Professional development opportunities.
- Lunches and parking provided.
- Summer Hours.

We invite all qualified candidates to submit a cover letter and resume (***combined into one document***) to hr@bayviewglen.ca by no later than **September 29, 2023**. Please indicate the name of the position you are applying for in the subject line.

At Bayview Glen we are committed to fostering an inclusive, accessible environment, where all members of our school community feel valued, respected, and supported. We encourage qualified applications from the diverse communities in which we live and serve and who may contribute to the further diversification of perspectives and ideas. We will accommodate needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact our Human Resources Department for assistance if required.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted.

For further information, please visit us online at www.bayviewglen.ca