



Position Description –International Headquarters

Date	September 12, 2016
Title	Canadian Controller
Education Requirements	CPA or CGA (Certified General Accountant)
Experience Required/Desired	5+
Immediate Supervisor	Bishop of Canada
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: Click here to enter text.</i> <input type="checkbox"/> Part Time (under 20 hours per week)

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	The Canadian Controller will assist the Bishop of Canada, Director of Finance and Presiding Bishopric with all finance functions supported by the church in Canada. The position is responsible for overseeing the accounting, treasury management, tax reporting, audit, and risk management functions of the church in Canada and other fields in Community of Christ supported by the church in Canada.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none"> 1. Oversee the primary finance functions of the Canadian church (accounting, treasury, internal control, tax reporting, etc.). 2. Oversee, with the Bishop of Canada and the Presiding Bishopric, the strategic financial plan of the Canadian church (development, analysis, and reporting). 3. Supervise the bookkeeping/accounting staff in the Canadian office 4. Supervise the audit function of the Canadian church and the mission centres including review and monitoring of mission centre internal controls. 5. Ensure the Canadian church is compliant with all applicable laws and regulations concerning financial matters. 6. Coordinate the development of the annual Worldwide Mission Budget – funded by Canada. 7. Develop policies and procedures to support fiscal processes in Canada and with other fields as needed. 8. Serve as a member of the International Services team.

<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<p>Required</p> <ol style="list-style-type: none"> 1. Functional/Technical skills 2. Integrity and Trust 3. Excellent Written and Verbal Communication 4. Process Management 5. Planning 6. Total Quality Management 7. Leadership <p>Desired</p> <ol style="list-style-type: none"> 1. Conflict Management 2. Building Effective Teams
<p>Supervisory Responsibility</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Click here to enter text.</p>
<p>Other Duties</p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<p>Registered Youth Worker</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<p>Grade <i>(To be filled out by Human Resource Ministries)</i></p>	<p>To be determined</p>
<p>Overtime Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt</p>
