



# Stella's Circle

Creating Community Together

## Controller Administration Office

### About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

### The Position

The Controller is responsible for managing and overseeing all financial operations of Stella's Circle, ensuring the integrity, accuracy and timeliness of financial information. Reporting to the Director of Operations, you will provide strategic financial leadership and serve as a trusted advisor to the organization's senior leadership team. You will ensure compliance with accounting standards, funding requirements, and regulatory obligations, while maintaining strong internal controls and effective financial systems – all in support of life-changing community programs.

This is a newly created position, developed in response to the growing scope and volume of work within our organization. In this position, you will play a key role in supporting Stella's Circle programs and the meaningful initiatives happening across the organization.

### What You'll Do

- Provide leadership, supervision, and direction to the finance team, currently composed of two finance specialists.
- Oversee all accounting operations, including the monthly and annual financial close processes, general ledger maintenance, accounts payable/receivable, treasury, and financial reporting – internal and to funders.
- Support the payroll function through high-level oversight and guidance, with day-to-day operations managed by the payroll team.
- Develop, implement, and monitor internal controls and financial policies to safeguard assets and ensure compliance with accounting standards and regulatory requirements.
- Prepare quarterly financial statements and reporting packages for the Director of Operations, to be presented to the Finance & Audit Committee and Board of Directors.
- Oversee the annual budgeting process, coordinating input from programs and departments to produce a comprehensive organizational budget.

- Serve as the primary contact for external auditors and coordinate the preparation of annual audit materials.
- Evaluate and recommend investment and reserve strategies in accordance with the organization's investment policy.
- Ensure appropriate controls and policies are in place for cash handling, banking authority, and credit card management.
- Serve as a financial partner and advisor to program and departmental leads, providing analysis and support to guide decision-making.
- Present complex financial data in a clear and accessible format for non-financial audiences, including Board, funders and staff.
- Collaborate with leadership to advance financial sustainability and strengthen fiscal stewardship across the organization.

## What You'll Bring

### *Must Have*

- Bachelor's degree in accounting is required.
- Professional accounting designation is required.
  - *Consideration may be given to a candidate who is nearing completion of their designation.*
- Minimum of 7 years of progressive finance and accounting experience, including at least three years of supervisory responsibilities.
- Demonstrated expertise in financial reporting, budgeting, audit coordination and cash management.
- Proven ability to develop and maintain internal controls and ensure compliance with regulatory requirements.
- Proficiency in financial software and Microsoft Excel, with the ability to analyze and interpret complex financial data.
- Hands-on experience with financial management systems such as Sage 300 or equivalent ERP software.
- Demonstrated problem-solving and analytical skills, with attention to detail and accuracy.
- High degree of integrity, professionalism, and confidentiality.
- Criminal Record Check/Vulnerable Sector Check.
- Reliability Status with the Public Services and Procurement Canada.
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### *Nice to Have*

- Experience leading or supporting the implementation of new financial systems, software or technology solutions.
- Knowledge of Canadian accounting standards for not-for-profit organizations (ASNPO).
- Familiarity with grant and funder reporting requirements.
- Knowledge of payroll processes, compliance requirements and collective agreements in a labour-intensive organization.
- Strong leadership and team management skills with the ability to mentor, develop and motivate staff.

- Ability to build effective working relationships with internal and external stakeholders, funders, auditors and banking partners.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.

## The Details

This is a full-time permanent position. Normal hours of work are Monday to Friday, 8:30am – 4:30pm, totalling 75 hours bi-weekly.

The salary range for this position is **\$78,667.73 - \$85,336.31**.

Additionally, Stella's Circle is pleased to offer the following as part of the total compensation package for this role:

- Starting vacation of three weeks per year, plus generous sick leave and personal leave entitlements, as well as birthday leave,
- 15 statutory holidays per year,
- summer hours which includes an additional half hour off each day as operational needs permit,
- Health and dental, long term disability insurance, life insurance and AD&D coverage,
- RRSP matching of 5%

## How to Apply

This position will remain open until filled.

Human Resources Specialist  
Stella's Circle  
Email: [recruitment@StellasCircle.ca](mailto:recruitment@StellasCircle.ca)

## About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at [StellasCircle.ca](https://StellasCircle.ca).

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.