

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 27,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

ACTRA National is seeking a full-time: Controller

Position Scope:

Under the direction of the Senior Director, Finance and Information Technology and Digital Solutions, the Controller will provide senior oversight of ACTRA's finance function. To ensure overall compliance, risk management and internal controls of policies and processes conducted. To develop and manage people, systems, and resources for controlling the security, process, information and reporting of finance and accounting transactions. To support strong corporate management and processes that allows ACTRA to achieve its goals, objectives, and overall mandate.

The position establishes and maintains cooperative working relations with Directors, Managers and other ACTRA employees. Provides leadership and guidance to staff regarding the execution of finance functions. Identifies and recommends areas of improvement, training, and performance management initiatives.

Responsibilities:

Duties include but are not limited to:

- Provides Accounting Oversight and Risk Management Duties.
- Plan, direct and coordinate all accounting / finance personnel and functions.
- Manage cash flow and financial institution relationships including assessing effectiveness of current relationships and making recommendations for changes as required.
- Oversee preparation of financial statements for ACTRA National and Regional Branches.
- Implement, monitor, and assess internal controls.
- Manage the budgeting and financial reporting process for ACTRA National, and Regional Branches.
- Ensure quality control over financial transactions and financial reporting.
- Assess accounting and finance operations and improve as needed.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Support month-end and year-end close process.
- Develop and monitor performance metrics.

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- Implementation of a formal performance review process for finance team in collaboration with Human Resources.
- Oversee regulatory reporting and manage compliance.
- Oversee the hiring, training, and retention of skilled staff.
- Maintain and monitor Enterprise Risk Management program.
- Final reviewer of all reports and tasks.
- Review bi-weekly payroll & benefits administration.
- Ensure compliance with all relevant accounting standards, provincial and federal legislation, regulations, and guidelines.
- Maintain accurate records and confidentiality of organizational information.
- Special projects and other duties as assigned within the scope of the position.
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Qualifications:

- A University degree in Finance, Commerce or Economics.
- 7-10+ years of experience with training in Finance, Accounting and/or FP&A. 5+ years of previous management experience with direct reports is required.
- An Accounting or Finance Designation (CA, CPA, CFA) is required. A proven understanding of risk management, compliance and internal controls is required.
- Organizational skills, problem solving, and attention to detail with the ability to exercise judgement and maintain confidentiality are required.
- Strong leadership with experience in spearheading policy and program development is required.
- The ability to work independently, and as part of a team is required. Strong verbal and written communication are needed.
- Demonstrated analytical skills, care and accuracy and advanced working knowledge of computerized systems.

Application Process:

Interested applicants are invited to submit a resume and cover letter by **July 4, 2021** to humanresources@actra.ca **quoting '2021-18 Controller' in the email subject line.**

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.