TNG Community Services

CENTRAL NEIGHBOURHOOD HOUSE
NEIGHBOURHOOD LINK
ST. STEPHEN'S COMMUNITY HOUSE

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY **Job# TNG2025-198**

POSITION TITLE: Controller	
DEPARTMENT: Finance	**STATUS:** Regular Full-Time, Non-Bargaining Unit
# HRS / WEEK: 35	**CONTRACT DATES:** N/A
REPORT TO: Chief Financial Officer	**SALARY RANGE:** $82,400 to $92,300
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Controller reports directly to the CFO at the Neighbourhood Group Community Services (TNGCS) and is responsible for managing all financial operations including overseeing accounting processes, payroll & benefits, internal controls and financial reporting activities. The Controller works closely with the CFO to respond to concerns from the senior leadership team to ensure that program areas meet financial reporting requirements set out by Funders. The incumbent will also produce all financial reporting that goes to the Board. The Controller will drive continuous improvement of financial processes through automation and will play a critical role in shaping the future of TNGCS financial operations.

The Neighbourhood Group has a growing complex array of over 70 program offerings at 32 locations across the Greater Toronto Area (GTA) as well as diverse funding sources including local, provincial, federal funding as well as corporate, United Way and individual donors. The Controller is required to maintain a deep understanding of technical accounting principles, financial reporting, governance and internal controls as well as regulatory requirements. This position works out of 91 Bellevue Avenue.

MAJOR DUTIES:

- Coordinate all audit activities. Maintain direct contact with the external auditors for the completion of the annual audit of the Company in accordance with Generally Accepted Accounting Principles for Not for Profit Organizations.
- Oversee full-cycle accounting operations and reporting, including accounts payable, payroll and reconciliations of Balance Sheet Accounts.
- Prepare quarter end and year end financial package for internal and external review/approval and tax filings.
- Analyze financial data and present financial reports in an accurate and timely manner. Clearly communicate monthly, quarterly, and annual financial statements.
- Support the CFO in engaging with the Board's finance committee around issues and trends in financial operating models and delivery.
- Oversee WSIB, EHT, and other statutory payroll reporting requirements.
- Support cost accounting, and project-level financial analysis in collaboration with operations.
- Address concerns from management in a timely manner. Provide best practice knowledge and advice, which may involve developing longer-term strategies, monitoring spending and income against budgets, maintaining budgetary control, providing management accounting information, and/or recommending one or more remedial actions.
- Liaise with external accountants, banks and financial institutions as required.
- Oversee Accounts Payable and Accounts Receivable Aging reports and recommend provision for accruals if required.
- Maintain knowledge of financial developments in the not for profit sector and keep up-to-date with industry trends and relevant legislation and advising the Management Team of any developments that require changes to reporting.
- Oversee employees' expenses including but not limited to; discretionary expenses and employee credit cards.
- Maintain Insurance policies, leases and mortgages and ensure they are updated for buildings, homes, vehicles etc.
- Maintain capital assets schedule with amortization recorded in the GL and reported in Financial Statements.
- Lead the year-end audit. Request and retrieve financial institution statements at yearly audit time including interest, investment growth for homes, and mortgage expenses.
- Recruit, onboard, supervise and performance manage direct reports. Maintain a positive, inclusive and collaborative culture at all times.
- Play a key role in the continuous improvement of the Finance Department.
- Monitor financial results across TNGCS and identify areas of costs savings and greater revenue generation for program areas that will lead to achieving each of the area's financial goals.
- Provide backup for direct reports as needed when they are away to ensure payroll & benefits and accounts payable duties continue to be maintained and eliminate disruption to the organization.

- Coordinate monthly/quarterly filings and yearly tax returns, periodic governmental filings, registrations, business licenses, payment of property taxes etc.
- Ensure all monthly reconciliations are completed on time.
- Monitor bank transactions, cashflow and treasury funding in conjunction with the CFO.
- Support additional finance and operational tasks as required in a fast-paced, dynamic and complex environment.

REQUIREMENTS & QUALIFICATIONS:

- Undergraduate degree required
- Certified Professional Accountant of Ontario designation or anticipated completion in 2026 required
- MBA desired.
- Minimum of three years of progressive accounting and finance experience at a senior accounting/finance level.
- Experience in accounting and audit, gathering, evaluating, presenting, and reporting financial information to executive teams, Boards, external auditors, and external stakeholders.
- Experience in a not for profit organization that has multiple programs and services is an asset
- Strong practical accounting principles and knowledge of not for profit sector is an asset
- Experience providing leadership in strengthening internal communications with staff at all levels throughout the organization.
- Experience creating inclusive and collaborative positive work environment while leading change management initiatives.
- Solid experience coordinating audit activities and managing reporting of government, corporate and foundational grants is essential.
- Technology-savvy and experience in utilizing ERP system, AI, Power BI, dashboards and interfaces between Banking and various platforms. Overseeing delivery of finance related business requirements to third parties on new projects and facilitating testing of new technologies.
- Experience leading; recruiting, mentoring, training, and retaining a diverse team.
- Must have integrity, credibility, and a strong commitment to TNGCS's mission.
- Client/Customer centric approach at all times.
- Engages in proactive, hands-on strategic thinking and able to work in partnership with the CFO.
- Ability to delegate accordingly and have the foresight to plan and prepare for high volume reporting periods.
- Thinks strategically and takes an analytic approach using strong organization skills and problem-solving ability around interpretation of data.
- Strong interpersonal and communication skills including the ability to share vital data through presentations to multiple internal and external stakeholders and funders.
- Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Advanced computer literacy, including strong knowledge of Microsoft Office and Excel.
- Knowledge of Business Central, NAV and New Views Advanced knowledge of Excel.
- Ability and desire to maintain current knowledge of finance related programs and software.
- Excellent verbal and written communication skills.

To apply, submit your resume with "TNG2025-198" in the subject line of your email to: careers@tngcs.org