



CHIEF FINANCIAL OFFICER

About CALA:

CALA (the Canadian Association for Laboratory Accreditation Inc) is an internationally recognized member-based, not-for-profit accreditation body serving both public and private sector testing laboratories in Canada and abroad.

CALA delivers a comprehensive range of services including Accreditation, Proficiency Testing and Training. All CALA services are designed and delivered to inspire excellence in laboratories; to promote confidence in laboratory test results by laboratory clients; and to earn the confidence of Regulators.

About the Position:

CALA has an immediate opening for a talented and energetic leader to be our new Chief Financial Officer (CFO). Reporting to the CEO, the CFO will be a member of the senior management team. The CFO will enhance the capabilities of the accounting team and assist with reporting requirements. He/She ensures the team is operating at maximum efficiency and meeting deadlines and service levels. The CFO will also have experience with complex financial transactions in a multi-company environment.

The ideal candidate has not for profit experience, is enthusiastic and has remarkable attention to detail as well as experience managing and mentoring a small team. The CFO will be the go-to person in the organization for financial advice and stewardship.

CALA is heading into a period of significant structural change and requires someone with the ability to manage his or her area through times of ambiguity. The ideal candidate is someone with the experience to lead through these changes and effectively contribute to the creation of the new organizational structure.

Principal Accountabilities:

- Recommend, develop, and implement changes in financial reporting, accounting procedures and internal controls to enhance operational efficiency.
- Prepare and present financial statements, supplementary schedules and reports; Prepare variance analysis and have the ability to understand the business and explain why these variances occurred.

- Manage small accounting team, including accounts receivable and accounts payable, encompassing performance appraisal, day-to-day business challenges, professional development and accounting guidance.
- Work closely with the CEO and management team to assess progress, review budget to actual and long term planning.
- Present financial information to the Board of Directors and sub committees on a quarterly basis and sub-committees when required.
- Manage the year-end audit process.
- Manages internal operations, including association investments, fixed asset management and safeguarding, payroll, and regular review of working capital/cash flow requirements.
- Support the Finance function by assisting with financial data entry, including reviewing general ledger account reconciliations on a monthly basis.
- Responsible for the human resources function including employment contracts, maintenance of employee records, group health benefits and payroll function (monthly processing, benefit administration, source deduction reconciliations, preparation of ROEs and T4s).
- Other areas of responsibility include but not limited to the risk management strategy, relationships with external consultants and facilities lease.

Qualifications:

- 5-10 years' of relevant work experience with significant time in management roles
- You hold a Canadian professional accounting designation (CPA – CA/CMA/CGA), undergraduate degree in accounting, commerce or an MBA
- Proven ability to prioritize and manage several projects at once
- Excellent strategic and critical thinking skills
- Superior writing and analytical skills
- Ability to create and maintain measurement & monitoring systems
- Self-starter who works independently with initiative and self-managed deadlines
- Strong customer focus and attention to detail

- Can-do, positive attitude and team orientation
- Persuasive and able to succinctly communicate ideas
- Working knowledge of CRM databases, Quickbooks, Microsoft Office Suite, Ceridian PowerPay (or similar automated payroll)
- Experience in a small-medium size office, Not-for-Profit sector and bilingualism would be considered as assets

This is a full time position based in Ottawa, ON. This position will remain posted until the position is filled. To apply, please send an electronic copy of your resume and cover letter describing yourself, your accomplishments and how this role is a good fit for you. Your resume and cover letter should be sent to CFOHR@cala.ca by July 20, 2018. Please include your salary expectations in your cover letter. We thank all who apply, however only those selected for an interview will be contacted. To learn more about CALA please go to www.cala.ca.

CALA is an equal opportunity employer. We welcome and encourage applications from people with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), accommodations are available on request for candidates taking part in all aspects of the selection process.