



Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.

The Controller, under the direction of the Chief Executive Officer, will primarily be responsible to analyze and interpret financial and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization. This position will provide guidance in the development of the annual budget and long-term financial plans. This role will also administer the organization's funds according to the approved budget, and monitor its financial expenditures. As the Controller, you will also have an accounting team that you will lead and manage.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management, Leadership & Reporting

- Lead and manage the accounting team
- Provide guidance and assistance in the develop and control of annual budget and long-term financial plans
- Administer the organization's funds according to the approved budget, and monitor its financial expenditures
- Evaluate current business strategies, determining the viability of changing management initiatives
- Provide leadership for strategic business development and corporate planning issues on major business decisions
- Develop and implement short- and long-term financial plans and forecasts in accordance with business goals and objectives
- Provide leadership in developing program, organizational, and financial plans
- Set strategic objectives for Westerner Park and ensure that planning initiatives are implemented to maximize strategic growth
- Develop and contribute to an operational plan which incorporates goals and objectives that support the strategic direction of the organization
- Prepare timely and accurate reports that outline financial position in the areas of income, expenses, and earnings based on past, present, and future operations
- Create or approve company-wide finance and cash handling policies and procedures, ensuring they meet or exceed compliance requirements and best practice standards
- Develop and maintain effective relationships with government agencies, regulatory bodies, and professional organizations such as consultancy and auditing firms
- Develop strategic performance metrics and targets that are consistent with company goals
- Ensure that there are sufficient and accurate reports provided to the CEO so that the board is kept fully informed on the financial condition of the organization and all important financial factors influencing it
- Establish and maintain relationships with strategic business partners and key stakeholders
- Establish the financial and administrative controls of the company
- Make overarching company decisions, taking into account fiscal realities and departmental structure
- Identify and evaluate risks to the company, both internal and external

Accounting / Financial Analysis

- Analyze and interpret financial and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization
- Allocate company resources to implement financial policies and programs
- Coordinate the development of the operating and capital budgets
- Guide the strategy and build policies and processes as they relate to accounting functions and financial controls
- Evaluate data, assist in review and coordinate the preparation of the annual operating budget



- Prepare and circulate financial statements as required to meet Management, Finance, Investment & Audit Committee and Board of Directors deadlines
- Interpret the company's financial results to Management and act as expert for Management
- Forecast cash positions, related to borrowing and investment opportunities to ensure sufficient funds are available to meet ongoing operational and capital needs
- Review and determine appropriate investment of funds and foreign currency to mitigate risk in accordance with organizational policy while optimizing investment return
- Responsible for overseeing banking activities and completing the bank reconciliation process
- Prepare appropriate financial documents and coordinate auditor functions
- Responsible for the preparation, administration, tracking and reporting of grants under the direction of the Chief Executive Officer
- Ongoing development and maintenance of the chart of accounts to meet current and future reporting needs of Management and Committees
- Recommend collection or payment solutions for issues relating to Accounts Receivable and Accounts Payable
- Complete year-end documentation

Payroll

- Deduction and remittance of Westerner Employee Association dues
- Deduction and remittance of employee benefit program including group insurance, WCB, etc.
- Accurate and timely processing of payroll for Administrative staff
- Preparation and filing of CRA payroll remittances, T4 information, RRSP, etc.
- Complete Record of Employment (ROE) for salaried employees
- Process additional payroll in the absence of the Accounts Payable/Payroll Clerk

Supervisory

- Cross-training of staff to ensure continued service delivery
- Provide leadership, supervision, delegation and oversight to the Finance team (4) including a Junior Accountant, Cash Office Coordinator, Accounts Receivable and Accounts Payable staff to ensure all duties including but not limited to coding, journal entries, remittances are complaint

Event Responsibilities

- Liaison with Midway provider for Westerner Days – create ticket audit and prepare final settlement
- Oversee the collection and balancing of funds from the Box Office and independent concessionaires for Westerner Days
- Event settlement with clients for all events including but not limited to Canadian Finals Rodeo

CORE COMPETENCIES

- Advanced proficiency with accounting software and spreadsheet programs and applications
- A clear and solid understanding of the issues faced by the organization and the industry
- Sound understanding of risk management
- Strong formal and informal leadership skills
- High level of integrity, confidentiality, and accountability
- Strong business acumen, relationship building
- Ability to work in a fast pace environment
- Professionalism and ethics
- Client service orientation
- Analytical and critical thinking

EXPERIENCE & QUALIFICATIONS

- Completion of the Chartered Professional Accounting designation (Or equivalent)
- Minimum of 2-5 years of progressively more complex accounting experience
- Experience with coaching and development of employees
- Extensive experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management
- Demonstrated experience with forecasting and budget management

COMPENSATION Westerner Park provides a competitive compensation package including health and dental benefits, Employee and Family Assistance Plan, Group RRSP and more.

AFFILIATIONS Member of Westerner Employees Association- EXEMPT

TO APPLY Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.

Thank you for your interest with Westerner Park. We look forward to reviewing your application

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until a successful applicant is found.