

GLENLYON NORFOLK SCHOOL

JOB TITLE: Controller

REPORTS TO: Chief Financial & Operations Officer

REVISION DATE: September 2026



POSITION OVERVIEW

Reporting to the Chief Financial & Operations Officer, the Controller provides leadership and oversight of the day-to-day operations of finance and accounting. The Controller ensures effective, efficient, and reliable operations across these areas, with a continuous focus on operational excellence, process improvement, and system integration. Through strong financial stewardship and collaborative relationships, the Controller provides exemplary service to internal and external stakeholders and contributes to a positive, values-driven school community grounded in Truth, Courage, Caring, Individuality, and Community.

MAIN RESPONSIBILITIES

Accounting

- Oversee all finance and accounting functions including directing the work of Accounts Receivable, Accounts Payable, and Payroll & Benefits Coordinator, and provide on-going direction, coaching and mentorship. Details include:
 - Reviewing monthly reconciliations prepared by Accounting staff to ensure accuracy and integrity of financial data.
 - Maintaining the Fixed Asset sub-ledgers and continuity schedules.
 - Preparing the quarterly GST returns and the annual Charity Returns for the School and Foundation.
 - Following up on difficult past-due accounts as necessary, meeting with parents to discuss strategies to clear outstanding balances.
 - Calculating and recording the annual endowment earnings and distribution from the Foundation.
 - Reviewing and approving payroll as well as all other outgoing payments.
 - Overseeing the annual tax receipts preparation for camps and after-school care.
 - Managing the School's access settings with CRA and bank account maintenance.
 - Reviewing monthly reports from team members, analyzing reports, and managing strategic direction of auxiliary service lines that report to the Controller.
- Ensure that all proper and necessary operational controls are implemented and maintained to protect the GNS Society ("the School") and GNS Foundation (the "Foundation") assets, including cash flow management and compliance with taxation requirements.
- Prepare the monthly bank reconciliations and perform cash management analyses for both organizations.
- Manage the Chart of Accounts for the School and Foundation and customize reports requested by budget-holders, performing analysis as required.
- In a tactful and professional manner, provide ongoing advice, guidance and instruction to faculty and staff to ensure accuracy of work and proper policies and procedures are followed, while supporting their needs.

- Provide and seek feedback and suggestions for the short and long term planning of the department.
- Monitor and review service based on best practice to effectively meet the needs of internal and external partners, and recommend changes when appropriate.

Financial Planning and Analysis

- Prepare timely and accurate monthly financial statements and cash-flow forecasts for both the School and Foundation with analysis of variances and trends.
- Prepare the annual external financial statements for both the School and Foundation and all associated working papers. Manage the various external audits (year end and all others) and act as the primary liaison with the auditors. Coordinate timing for fieldwork, prepare year-end schedules and necessary analysis, and draft the financial statements.
- Assist the CFOO with the annual budgeting process as required and acts as the first point of contact for budget-holders, assisting them in preparing and managing their budgets.
- Prepare various analyses as requested by the CFOO, including the tracking of KPIs and other benchmarking initiatives important for assessing financial trends and industry comparisons.
- Bring forward issues related to procedure and policy development that require broader consultation and consideration to members of the leadership team.
- Liaise with other institutions, professional organizations, and other relevant committees or organizations as necessary.
- Perform ad hoc financial analysis and reporting as required to support strategic and operational initiatives.

Cash Management

- Monitor daily cash flow and perform treasury management functions, including optimizing interest on short-term investments, managing operating lines of credit and ensuring available foreign exchange funds

Systems

- Recommend, develop, implement and administer effective financial systems and integration with other related systems such as Admissions, Raisers Edge, Financial Edge and ADP systems.
- Manage the general ledger to ensure the completeness, accuracy and integrity of financial data
- Lead the development, standardization and automation of financial reporting processes to improve efficiency, consistency and decision-making.

Reporting responsibilities

- Coordinate month-end close process and analysis to budget holders on a quarterly basis.
- Oversee annual benchmarking and reporting submissions for CAIS, NBOA and ISABC
- Review and oversee all tax filings and statutory remittances to ensure accuracy, compliance and timely submission

Audit and Compliance

- Oversee all finance-related aspects of the annual eligible student audit and annual financial statement audits, including required schedules, supporting documentation and financial statements
- Maintain current knowledge of Canadian Generally Accepted Accounting Principles (GAAP), Canada Revenue Agency (CRA) regulations and related policies and assist in assessing their impact to the organization.
- Ensure full compliance with all statutory, regulatory and reporting requirements.

Fundraising Support

- Work collaboratively with the Advancement Team to reconcile donations and ensure compliance with applicable policies, regulations and donor requirements.
- Ensure funds are accounted for and disbursed in accordance with donor-designated intent and organizational policies.
- Coordinate the allocation and use of PAC Gaming Grant funding in collaboration with school principals and the Parents' Association.

Policies and Procedures

- Recommend, develop, implement and administer effective financial policies and procedures to support strong governance and operational effectiveness.
- Identify and implement process improvements to enhance efficiency and reduce costs.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Commerce, Business, Accounting, Finance, or a related discipline.
- CA, CGA, CMA or CPA designation in good standing.
- Six or more years of progressively responsible experience in accounting and financial management.
- Three or more years of experience leading, supervising, and developing staff.
- Advanced proficiency in Microsoft Excel and familiarity with Google Workspace.
- Highly proficient in financial management and accounting systems; experience with Blackbaud Financial Edge is an asset, with demonstrated ability to learn and integrate new systems and technologies.

DESIRED SKILLS

- Strong financial, analytical, and problem-solving skills, with exceptional attention to detail and accuracy.
- Demonstrated ability to plan, organize, prioritize, and manage multiple demands while consistently meeting deadlines.
- Results-oriented and proactive, with the initiative to identify opportunities for process improvement, operational efficiencies, and system integration.
- Strategic thinker who can translate organizational priorities into practical plans and build support for the School's mission, vision, and strategic priorities.
- Collaborative and inclusive leadership style, with the ability to build productive relationships and effectively lead, support, and develop a diverse team.
- Sound judgment and decision-making skills, with the confidence to make timely and well-informed decisions.
- Excellent written and verbal communication skills, with the ability to communicate financial and operational information clearly to a range of audiences.
- Ability to work independently with minimal supervision while contributing effectively as part of a collaborative team.
- High standards of confidentiality, professionalism, and integrity in working with employees, students, parents, and other members of the school community.
- Adaptable and resilient, with the ability to remain calm, organized, and effective in a fast-paced environment.