



# CCMBC LEGACY FUND

Ministry-Focused Financial Services

CCMBC Legacy Fund Inc. (Legacy) is seeking a permanent, full-time Controller to join our team at our head office in Winnipeg. We offer competitive remuneration and a comprehensive benefits package including group health insurance and matching pension contributions.

## Position Information

POSITION TITLE:	Controller
REPORTS TO:	CFO
TERM:	Permanent
FTE:	1.0

## About CCMBC Legacy Fund

Legacy is a Canadian registered charity, serving the more than 230 churches, 1,000 employees, and the partner agencies of the Canadian Conference of Mennonite Brethren Churches.

We provide payroll and accounting services, administer CCMBC's national group health insurance and pension plan, and offer lending and investment services through our wholly owned subsidiary CCMBC Investments Ltd. Our investors provide the capital necessary for us to extend secured mortgages to our churches, pastors, schools, and camps, enabling them to have a presence in the communities they serve.

## About the Role

Reporting directly to the Chief Financial Officer, the Controller has the following primary responsibilities:

- Leading and overseeing the activities of the accounting department.
- Handling Financial Reporting, Budgeting, and Internal Controls.
- Spearheading automation projects of the Finance department and other process enhancement initiatives.

## Key Responsibilities

- Leadership and Supervision:
  - Effectively manage the day-to-day activities of the Accounting team, including maintenance of the General Ledger, Accounts Payable, Accounts Receivable, and Cash Receipts.
  - Provide leadership and mentorship to the Accounting team, ensuring appropriate training and development opportunities.
  - Implementing and supervising accounting procedures and processes.



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- Financial Reporting, Budgeting, and Internal Controls:
  - Ensure timely completion of internal financial statements for CCMBC Investments, CCMBC Legacy Fund, and associated/related entities in accordance with the relevant accounting standard framework (IFRS, ASNPO or ASPE).
  - Ensure timely completion of all internal and external financial reporting.
  - Administer the annual budgeting process including revenue and expense forecasting.
  - Ensure the adequacy of internal controls over financial reporting and processes.
  - Ensure regulatory and tax compliance with government requirements.
  - Plan and coordinate the preparation for the annual audit and liaise with external auditors.

### Qualifications

- CPA or equivalent professional accounting designation preferred, or in the final stages of the professional program.
- Excellent knowledge of IFRS, ASPE and ASNPO, with the ability to recommend appropriate policy choices and explain their effects.
- Minimum of 5 years of experience in a senior accounting role.
- Proficiency in Access databases and advanced working knowledge of Microsoft Office suite products. Knowledge of GP Dynamics and its utilities is a strong asset.
- Experience in Charity Compliance is an asset.
- Background in Management of Information Systems and Credit Risk is highly advantageous.

### Skills and Attributes

- Christ follower with a desire to serve through this ministry.
- Strong problem-solving and analytical skills with the ability to grasp both the finer details and the big picture.
- Compliance-oriented, able to take initiative and possessing a curious mindset.
- Demonstrated leadership skills and an effective team collaborator.
- Excellent communication skills.

If you would like to be a part of this ministry, please send a resume with a cover letter explaining why you think you would be a good candidate for this role to [legacyhr@mbchurches.ca](mailto:legacyhr@mbchurches.ca).