

## **AMTA JOB POSTING**

**Title: Controller**

**Reports to: President**

The Alberta Motor Transport Association is a province-wide, not-for-profit, advocacy and safety training association that strives to facilitate the safe and efficient transport of people and goods to make life better for Albertans. For more than 80 years, our work has encompassed a broad range of environmental, social, economic, safety and compliance matters that impact provincial highways. Research and innovation is now at the forefront of our projects, enabling the AMTA to identify new technologies and bring key stakeholders together to advance the commercial transportation industry while reducing human and environmental impacts.

### **OUR CORE VALUES**

#### **Character of our people**

Relentless professional integrity with a commitment to service, collaboration, fairness, and respect that celebrates diversity and drives excellence in everything we do.

#### **Advancing innovation**

Exploring opportunities for continuous improvement to provide solutions that support and encourage positive advancement of the AMTA and industry.

#### **Member focused**

Hearing and responding to our members; respecting the importance of their experience and continuously striving to create value that exceeds expectations throughout our planning and delivery.

#### **Passion for industry and safety**

Bringing our energy and expertise to everything we do in support of an essential industry that makes the world a better place.

### **ORGANIZATIONAL COMPETENCIES REQUIRED**

**Collaboration:** Builds partnerships and works collaboratively with others to meet shared objectives

**Instill Trust:** Gains the trust of others through honesty, integrity, and authenticity

**Safety Minded:** Promotes and contributes to a positive, healthy, and safe work environment in accordance with appropriate legislation and regulations

**Ensure Accountability:** Holds self and others accountable to meet commitments

**Effective Communication:** Develops and delivers multi-purpose communications that convey a clear understanding of the unique needs of different audiences

**Encourages Innovation:** Looks for better ways for the organization to be successful, accepts diverse thoughts, drives change, and can handle ambiguity

***Builds Networks:*** Effectively builds formal and informal relationship networks inside and outside of the organization

***Self-Aware:*** Uses feedback and reflection to gain productive insight into personal strengths and areas for development

***Organizational Savvy:*** Maneuvering comfortably through complex policy, process, and people-related organizational dynamics

***Emotional Intelligence:*** the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically

## POSITION OBJECTIVE

Reporting to and working with the President, the Controller is the leader of a small Finance group responsible for all financial reporting and controls, as well as a key member of the management team. The Controller will be responsible to ensure accurate and timely reporting on monthly operations to management, and quarterly, to the Board of Directors and Audit & Finance committee, as well as leading year-end reporting in accordance with Canadian accounting standards for Not-For-Profit organizations. While leading Finance, the Controller will provide leadership while interacting and collaborating with internal clients providing oversight, knowledge, as well as commercial insights and experience in areas beyond finance, including contracts (basic risk, insurance, legal and commercial assessments), payroll, facilities management, treasury, procurement, and other duties, as assigned by the President. As a key resource of the President, the Controller will be responsible for ensuring the development of meaningful and timely operational reporting of KPIs to monitor the operational activities and progress on the Board's strategic plan.

## ROLE RESPONSIBILITIES

- Lead, manage, coach, and develop direct report(s) and department employees
- Ensure timely accurate of periodic financial reporting to enable decision making of the Board and management
- Set team goals to promote individual growth and development as well as achievement of organizational strategic objectives
- Review and provide guidance to management team on business cases being presented to President and Board for key decisions
- Established and implements sound financial management practices and controls
- Manage cashflow and treasury function
- Exercises cost control through expense monitoring and attention to detail
- Manage, report, and monitor metrics, KPI tracking,
- Evaluates financial performance of the organization
- Stay apprised of government activities and priorities, and create position statements and communications pieces intended for government and the public
- Develop performance metrics related to team goals and achievements
- Support all internal and external purchases (traditional and digital) working directly with other Leaders, and at times agencies and suppliers

- Develop key financial messaging and ensure their consistent application throughout the organization's programs and initiatives
- Understanding of key payroll functions
- Experience with and understanding of Health Benefit programs, RRSP plans, Life Insurance, and other benefit programs
- Proficiency in interpreting contracts and ability
- Work closely with Lawyers when required to ensure risk mitigation
- Responsibilities for financial management of all facilities as required, lease management and negotiation, maintenance issues and solutions

## EDUCATION AND EXPERIENCE

**Education:** CPA designation

**Experience:** Proven experience in a similar role, or 5+ years of experience that has prepared the candidate for a role with greater responsibility.

The Controller requires proficiency with regards to:

- Proven experience successfully inspiring and leading teams
- Strong to excellent skills in financial oversight of an organization in the not-for-profit environment
- Demonstratable experience in data analytics and tools
- Solid computer skills MS office, adobe, PPT, CRM and web analytics
- Proven ability to work with cross functional teams and ability to maintain strong networks of industry partners and suppliers
- Knowledge of Sage Intacct or similar systems will be an asset
- Knowledge of the transportation industry is preferred

## WORKING CONDITIONS

Hybrid of professional office, work-from-home

## ADDITIONAL COMMENTS

AMTA is committed to fostering a diverse, equitable, and inclusive environment for everyone and the principle of equity in employment. AMTA encourages applications from all qualified individuals; however, Canadian citizens and permanent residents will be given priority. We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to complete all applicable background checks (which may include, criminal, identity, educational, and/or credit) and professional reference checks satisfactory to the AMTA.

We offer competitive compensation and a comprehensive benefits package. If you are interested in joining our organization and becoming part of a strong, dynamic team, please forward your resume to [careers@amta.ca](mailto:careers@amta.ca) by March 11, 2024.