



The Sisterhood of St. John the Divine seeks a:
CONTROLLER – PART-TIME - Ongoing

Salary: \$55 000 for 3 days per week. (Full Time Equivalent: \$91 650)

Location - North York - Cummer Ave and Willowdale Ave- approximately 1.5 km from Finch Station and on the #42 Cummer bus route.

This role will require at least two days a week in-office.

The vacancy for Controller has become available upon the anticipated retirement of the current, long-term accounting lead in 2025.

The role

The Controller will be an experienced CPA with the ability to perform a full range of accounting activities as well as human resources, payroll, policy development, and other responsibilities. The organization has an operating budget of approximately \$2 000 000.

The successful candidate will demonstrate:

- Solid accounting, analysis, budgeting, auditing, and reporting skills.
- Ability to present information clearly and accurately in written and in-person presentation formats.
- Perform associated duties such as review insurance policies, WSIB and charitable returns, HST rebate applications, prepare tax returns for Sisters, maintain employee and volunteer records.
- Complete payroll and support the backup payroll person.
- Support the day-to-day HR needs of the broader organization.
- Provide supervision and workflow support to staff and sisters.

Qualifications

- CPA designation or equivalent with 5+ years of progressive accounting experience.
- Strong preference for candidates who can demonstrate experience in:
 - Full-cycle accounting including audit participation.
 - Supervision and workflow support
 - HR and Payroll (training or designations are ideal)
 - A broad range of management, administrative, and project management skills
 - not-for-profit sector experience / understanding

The Sisterhood of St. John the Divine and working in a convent setting.

The Sisterhood of St. John the Divine is a contemporary expression of the religious life for women within The Anglican Church of Canada. The convent is located on a beautiful campus in North York where a community lives and carries out their mission. Facilities on the campus include a convent, a chapel, and a guest and retreat house. Employees who work in this setting are expected to support a quiet and respectful community. A willingness to ask questions and gain an understanding of the community is helpful. The convent is proud of the diversity of its staff and welcomes all qualified applicants. If accommodations are required for the interview, please request them in your application.

Our website is <https://ssjd.ca/>

How to apply - Please send your resume to humanresources@ssjd.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. A successful criminal record / education check will be required.