ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario. M4A 2P3

Job Posting
for the position of

Financial Controller
[Non-Bargaining Unit Position]

The Ontario Secondary School Teachers' Federation is seeking the services of a Financial Controller.

PART I – POSITION SUMMARY

Under the general direction of the CFO/Associate General Secretary, Operational Services Division, the Financial Controller is responsible for a broad range of financial management functions in support of the general operation and preparation of financial reporting for the Federation. Financial management functions include administering the operating budget; overseeing the recording of expenditures, accounts and records, payroll processing, cash management, investments and fee income; monitoring internal controls and financial management practices.

The Financial Controller will also be responsible for providing advice and assistance to Districts and Bargaining Units across the Province including performing financial reviews. Visits shall be arranged to ensure each of the thirty-seven (37) Districts are visited on a three (3) year cycle.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

- Identify, develop and implement improvements for promoting effective and efficient accounting processes.
- Provide ongoing income and expense management, including developing new management reporting and preparing existing management reporting and analytical commentary to the senior management, the Finance Committee and the Provincial Executive.
- Liaise and coordinate audit process with our external auditors for year-end financial report preparations.
- Guide and lead the accounting department to ensure appropriate financial processes are utilized in accordance with the established policies and procedures.
- Maintain confidential files and documentation for issues including legal matters and investigations.
- Recruit, organize, train and provide performance appraisals of the accounting department staff.
- Notify and report to senior management concerning any trends that are critical to the organization's financial performance.

- Visit District Offices to perform review engagement testing, assist local Treasurers and Office Managers with all financial matters.
- Provide training to District and Bargaining Unit leaders on financial and operational matters, including training on Sage 50 accounting application.

PART II – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- University degree in Business, Commerce, Accounting or Business Administration.
- Chartered Professional Accountant (CPA) Designation.
- Five (5) years of related experience with financial oversight, preferably with experience in not-for-profit organizations.
- Proven record of applying sound financial and accounting principles and practices with the highest integrity.
- Experience working collaboratively, effectively, and professionally with people at all levels of an organization or five (5) years experience in a public accounting environment that includes experience with not-for-profit clients.
- Excellent oral and written communication, interpersonal, organization and time management skills.
- Advanced proficiency with the MS Office Suite.
- Excellent knowledge of various accounting software packages.
- Ability to communicate in a sensitive, courteous manner with members, office staff, stakeholders and the general public.
- Understanding of and a commitment to confidentiality.

SALARY AND BENEFITS

Salary, benefits and working conditions are as per the employment agreement between OSSTF/FEESO and the Financial Controller.

APPLICATION REQUIREMENTS

Applicants are required to submit their resume via email to:

Jim Spray, CFO/AGS Operational Services Division
c/o Zoe Vander Doelen, Human Resources Director
Ontario Secondary School Teachers' Federation
60 Mobile Drive, Toronto, Ontario, M4A 2P3
Email: careers@osstf.ca

Please quote "Financial Controller" in the subject line.

Applications will be received up to 4:00 p.m. on November 17, 2026.

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of First Nations, Métis, and Inuit and equity-seeking groups. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation at any point during the recruitment process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please fill out the attached Applicant Voluntary Self-Identification Questionnaire.

Applicant Voluntary Self-Identification Questionnaire

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of OSSTF/FEESO members and our communities. We actively seek and welcome applications from members of First Nations, Métis, Inuit and/or equity-seeking groups.

OSSTF/FEESO values the participation of individuals with various lived experiences. As part of our commitment to our *Action Plan to Support Equity, Anti-Racism and Anti-Oppression* all applicants are invited to complete the Applicant Voluntary Self-Identification Questionnaire. This questionnaire is voluntary, and you may choose to skip the questionnaire or select "Prefer not to answer" to any of the questions. All information collected is confidential and will only be used to support OSSTF/FEESO's efforts to cultivate a diverse workforce. If you have any questions about the questionnaire, please contact our Human Resources Manager.

1) Do you self-identify as First Nations, Métis, and/or Inuit?
   - ☐ No
   - ☐ Yes
   - ☐ Prefer not to answer
2) Do you self-identify as a member of a racialized community?
   - ☐ No
   - ☐ Yes
   - ☐ Prefer not to answer
3) Do you self-identify as a person living with a disability?
   - ☐ No
   - ☐ Yes
   - ☐ Prefer not to answer
4) Do you self-identify as a woman or as gender diverse?
   - ☐ No
   - ☐ Yes
   - ☐ Prefer not to answer
5) Do you self-identify as 2SLGBTQI+ (Two-Spirit, **L**esbian, **G**ay, **B**isexual, **T**ransgender, **Q**ueer, **I**ntersex)?
   - ☐ No
   - ☐ Yes
   - ☐ Prefer not to answer