



Controller

Job Description

Location: Royal Aviation Museum of Western Canada, 2088 Wellington Avenue, Winnipeg, MB

About: The Royal Aviation Museum of Western Canada (RAMWC) is one of Canada's leading heritage institutions, located in a purpose-built, state-of-the-art facility at the Winnipeg Richardson International Airport. As both a museum and a contemporary event venue, RAMWC offers a dynamic blend of history and innovation, showcasing Canada's achievements in aviation and aerospace.

RAMWC delivers engaging exhibitions, educational programs, and interactive experiences for people of all ages. Our work is supported by a passionate and diverse team of staff and volunteers who share a commitment to our mission to entertain, educate, and inspire.

General: The Controller reports directly to the President and Chief Executive Officer (PCEO). This is a management position responsible for a hands-on approach to all aspects of the organization's finances including budgeting, financial reporting and oversight, internal control, financial analysis, forecasting and cash management.

The incumbent takes ownership over all aspects of the accounting function, including payables, receivables, payroll, tax preparation and government remittances. They will act as the entity's sole internal accountant to complete month-end and year-end processes in a timely manner and will assist the external auditors in the completion of the year-end audit and organization's year-end filings, including all charity filings.

The incumbent is also directly responsible for the museum's financial portfolios including bank accounts, credit cards, endowment account (w/ Winnipeg Foundation), loans, and lines of credit. The position requires management of account balances as dictated by the annual budget and board directives with the goal of maintaining a responsible and healthy cash-flow. The incumbent also oversees the employee pension and health plan.

As a member of management, the incumbent acts as a financial advisor to the PCEO and has a direct line of communication with the Treasurer of the Board to support museum operations within the requirements of the approved annual budget and larger Sustainable Business Plan.

The position is responsible for gathering financial data used in the analysis and forecasting of profits, trends, costs, and compliance. Deliverables also include the preparation of annual, quarterly, and monthly reports to ensure the timely and accurate reporting of financial information to appropriate groups, including the Treasurer, Finance committee, government regulators, and outside agencies.

The incumbent leads the development of the annual capital and operating budget while also being tasked with the presentation of the annual Budget to the Finance Committee and the Board.

Key Accountabilities

- Processing AP, AR, payroll on regular a basis

- Monthly responsibilities including bank reconciliation, adjustment journal entries, depreciation and amortization, reconciliation of credit cards, processing employee/volunteer expenses, recording donations and pledges
- Managing bank accounts, loans and lines of credit. Processing transfers, CMO, EFT and wire payments as required
- Retaining all appropriate accounting records
- Managing cash flow
- Developing and monitoring budgets
- Preparation and filing of required taxes and remittances with multiple deadlines
- Preparing agendas, financial statements and recommendations regarding financial matters for the Finance Committee quarterly meetings, recording minutes of Finance Committee meetings, and attending quarterly Board meetings
- Acting as year-end external audit contact to ensure a smooth and successful audit process
- Effectively interpret and draw meaningful conclusions from data analysis and financial reports.
- Contribute to the development of the overall strategic plan and assist with planning, development, and management of the Museum's goals, objectives, plans, policies and procedures.
- Working with the fundraising team to track and reconcile pledges and donations
- Working with Government agencies as required
- Managing insurance policies and coverage for museum properties and operations
- Preparing applications for grants and subsidies as needed
- Managing the employee benefit plan and RSP program
- Work collaboratively with other Team Members to support organizational goals
- Perform other duties as reasonably assigned

Required Qualifications

- Thorough knowledge in financial and accounting functions of an organization, with a proven track record in managing budgets and working with a governing board environment
- Demonstrated organizational skills with an ability to work effectively under pressure; manage a heavy workload, and meet deadlines
- Excellent interpersonal and written/oral communication skills to a variety of audiences within and outside the organization, i.e., Board, Government, external partners, customers, and the diverse communities the Museum serves
- Well-developed knowledge of budgeting, financial management, and reporting
- Experience stretching limited budgets and leveraging partnership opportunities
- Knowledge of accounting software, POS/CRM as well as word processing, spreadsheets and databases.
- Knowledge of museum operations and charity/not-for-profit organizations are definite assets.

Education, Training and Experience

- Bachelor's degree in accounting, business, or related field required
- Professional Accounting Designation (CA, CPA, CMA, CGA) required
- At least four years' experience in accounting for a not-for-profit organization or at least four years' experience at a Big Four accounting firm providing audit or advisory services for not-for-profit organizations
- Museum or not-for-profit cultural sector experience and history of working with a governing board is an asset
- An equivalent combination of education and experience

Terms: Full-time, Permanent. Compensation and benefits will be commensurate with experience and qualifications. Salary range of \$70,000 - \$80,000. Paid vacation days, RSP match up to 3% of gross earnings, extended healthcare, LTD and dental benefits, free parking, discount in the gift shop

Application Process

Please submit a resume and cover letter by email to HR@royalaviationmuseum.com with the subject line: Controller Application by 4:00 pm on April 17, 2026. We thank all applicants for their interest in this opportunity, however, only those selected for an interview will be contacted.

The Royal Aviation Museum of Western Canada is committed to inclusion and employment equity and welcomes diversity in the workplace. Accommodations will be provided throughout the selection process upon request.

The home of the Royal Aviation Museum of Western Canada is located on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, Lakota and Dene Peoples, and the National Homeland of the Red River Métis. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.