

Job Posting – Controller

Position Type: Full Time
Job Region: Lower Mainland
Location(s): Vancouver, BC
Years of Experience: 3+

Reporting to the Chairman and/or President, the Controller is an integral member of the Foundation leadership team. The Controller is responsible for providing sound financial control and accountability and for the discharge of legal and regulatory obligations of the Foundation, the Zajac Ranch for Children and other related parties. In addition, the Controller provides key financial and statistical data to support management decision making. With an interest in the operations and a questioning mind, the successful candidate will be creative and look for new ways to contribute to the success of the organization. This position is full time, 5 days per week.

Skills, Knowledge and Qualifications:

- Completion of a recognized accounting designation: CPA or equivalent.
- A minimum of 3 years related professional experience at a senior level with strong knowledge of generally accepted accounting principles and audit practices.
- Experience in the non-profit sector preferred.
- Experience in planning, budgeting and variance reporting.
- Experience with Sage 300 and ADP Pay@Work required. Experience with Raiser's Edge an asset.
- Experience in processing Canadian payroll including application of income tax regulations and other statutory obligations, labour regulations, and benefits.
- Technical ability to understand and develop computerized accounting functions such as report writing, importing and exporting financial data.
- Strong analytical skills and a questioning mind.
- Managerial, planning and organizational skills with the demonstrated ability to identify, analyze, and resolve complex problems.
- Experience with investments required.

Job Responsibilities

- Full accounting function (GL, A/R and A/P) to financial statements, including preparation of annual audit working papers, for group of four organizations.
- Managing bank accounts and cash flow, reconciliations and meeting all statutory obligations
- Full payroll function including deductions and taxable benefits and benefits providers
- Participate in planning, developing annual budgets and report variances on a monthly basis
- Prepare other financial analysis and data as required.
- Supervision of \$3 million investment portfolio managed by outside broker.
- CRA Charity Returns and other stakeholder reporting (BC Housing, District of Mission, District of North Vancouver).
- Cost reduction initiatives and vendor review.

NOTE: THIS POSITION WILL BE FILLED AS SOON AS AN APPROPRIATE CANDIDATE HAS BEEN SELECTED

Compensation: Commensurate with experience

To Apply:

All resumes, including cover, letters to be forwarded to:

Sheila Smith, Office Manager

Email: controller@zajac.com

NO PHONE CALLS PLEASE