

## Financial Controller

Employee, part-time, (15-25 hours per month), Reconciliation Canada, North Vancouver, BC

### Position Overview

Reporting to the Chief Operating Officer, the Financial Controller is primarily responsible for effective financial management and for the accuracy and completeness of budgeting and financial reporting.

This includes providing financial support to the Chief Operating Officer, the Chief Executive Officer and to the Board of Directors. The controller also provides financial support and supervision to organization's bookkeeper.

The Financial Controller is a proactive, team-oriented individual with a passion for the mission of Reconciliation Canada.

**Position Type:** Employee, part-time (15-25 hours per month)

**Start Date:** May, 2017

**End Date:** December, 2017

**Location:** North Vancouver, BC

**Reports to:** COO

### Deliverables and Duties

#### Accounting, budgeting and reporting systems

- Accounting system selection, setup, implementation and maintenance
- General ledger maintenance
- Design budgeting and reporting framework
- Supervise and review the work of bookkeeper
- Support bookkeeper training, development and growth
- Vendor and contract management

#### Financial reporting services

- Work with the Treasurer and the COO to design and review monthly management and quarterly board reporting
- Draft quarterly financial statements and reports for board meetings
- Supervise regular reporting to program managers and funders
- Ensure grant contract and funding compliance
- Calculate and monitors quarterly "Deferred Contributions"
- Audit and tax provider selection and interface
- Ensure regulatory compliance (Society Act, Constitution and bylaws, CRA, payroll & benefits, sales taxes, etc.)

#### Planning and budgeting services

- Work with the COO & CEO to draft and maintain the annual operating budget

- Perform or review variance analysis
- Prepare capital budgets

#### **Treasury and cash management services**

- Prepare and update monthly cash flow projections
- Cash management and excess cash investment
- Manage banking relationships
- Manage equipment lease and borrowing terms
- Maintain working capital and line of credit

#### **Risk management services**

- Asset planning and preservation including insurance
- Manage financial risk and protect assets
- Ensure prudent asset management in accordance with financial objectives and Board-approved policy
- Establish and monitor compliance with operating financial management policies, procedures and internal controls
- Recommend and monitor compliance with governance financial management policies, procedures and internal controls
- Sit on finance and audit committee(s)

#### **Books and records management services**

- Ensure adequate books and records are maintained
  - To meet board and management team requirements
  - To meet regulatory requirements

#### **Other**

- Steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness
- Support the team with additional duties as required

### **Skills and Experience Required**

This is an extraordinary opportunity for an individual with finance experience in the charitable sector to grow and further develop a project on a national level that has already made significant impact in BC. The successful candidate will work collaboratively with a high-performance team.

Specific requirements include:

- Minimum Bachelor's Degree in Accounting, Commerce, or Business Management/Administration with at least 5 years of financial experience in the charitable sector
- Professional Accounting designation (CPA-CA/CMA/CGA) or exceptional knowledge of finances gained through equivalent experience
- Has an understanding of

- Accounting standards for not-for-profit organizations in Canada
- Provincial reporting requirements for Societies in British Columbia
- Canada Revenue Agency policies related to Registered Charities
- Knowledge of provincial legislation on Employment Standards, and Human Rights
- Budget and cash flow management experience with the ability to analyze and use financial information and statements to identify issues and help manage the organization
- Past experience managing human resources function including volunteers and paid staff, training and coaching
- Stakeholder management experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills
- Detailed knowledge of QuickBooks and MS Office programs, especially Excel
- Action-oriented, entrepreneurial, flexible, and innovative
- Ability to multi-task, analyze, and problem solve in a fast-paced organization
- Confident working with a wide range of social groups
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed

**To apply, please send your cover letter and resume to [cristina.chihaia@reconciliationcanada.ca](mailto:cristina.chihaia@reconciliationcanada.ca) by Monday, May 1<sup>st</sup>, 2017.**