



Controller

Location: Squamish, BC

Start date: July 2024

Nature of position: Permanent, Full-Time

Salary: \$83,000-90,000

Position posted on: June 13, 2024

Work Hours: 35 hrs/wk Monday-Friday, with

Closing Date: Open until position filled.

flexibility to work outside these hours as required.

About SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations.

We are a non-profit organization operating within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6900 individuals and families in our region.

Contribution:

Reporting to the Director of Finance, the Controller oversees the overall accounting functions of the organization. Facilitating efficient accounting operations, participating in audits, and providing valuable insights through financial analysis.

Qualifications:

1. A degree in accounting, finance or business administration.
2. CPA designation.
3. 3 to 5 years of financial experience including supervisory experience.
4. Or an equivalent combination of education, training and experience.

Job Skills and Abilities:

1. Knowledge of generally accepted accounting principles (GAAP).
2. Well-developed oral and written communication skills.
3. Excellent organizational, time management and administration skills as well as demonstrated flexibility.
4. Ability to supervise and guide staff according to the organization's philosophies, policies, standards and guidelines.
5. Proficiency in the use of computer programs for accounting and MS Office including Excel, Word, Outlook.
6. Experience in the not-for-profit sector a strong asset.

Key Duties and Responsibilities:

Management & Leadership

1. Supervises, develops and motivates the Finance staff, as assigned, to attain program goals and objectives; ensures effective planning and management; and ensures accountability.
2. Meets regularly with the Finance staff and other management staff as required.
3. Provide ongoing training to staff on accounting systems and financial controls.
4. Support staff development through the provision of resources, and where applicable direct training, and or linking them to other internal and external training as required.
5. Liaise with Program Directors, Managers and Supervisors and respond to program specific financial questions.
6. Participates in and provides leadership to various internal committees and working groups.

Financial Operations

1. Oversees bookkeeping functions, including accounts payable, accounts receivable and billing.
2. Responsible for overseeing the preparation and processing of organization's payroll and benefits in collaboration with the Director of Human Resources.
3. Ensures the accurate preparation and timely submission of all tax filings, including source deductions, GST, EHT and annual Charity Information Return.
4. Develop, review, implement and maintain internal control policies and procedures.
5. Develops, implements, and ensures compliance with internal financial and accounting policies and procedures.
6. Ensure complete and accurate supporting information for all financial transactions.
7. Monitors cash flow, bank reconciliation and cash requirements; investing excess funds.
8. Monitors general ledger journal entries and imported sub-ledger batches.
9. Participates in annual budget preparation and reviews funding proposals and applications.
10. Reviews new developments in the field of non-profit accounting and reporting, internal controls as well as office automation and technology.
11. Assists Director of Finance with Special account projects.
12. Performs financial analysis as required.

Finance Systems

1. Responsible for system management as it pertains to agency's accounting software Sage Intacct & ComVida.
2. Analyze financial accounting systems; implement modifications and review performance.
3. Report writing- creates and maintains management reports from Sage Intacct.
4. Develops and maintains financial accounting systems for billing, accounts payable, and accounts receivable.
5. Maintains accounting system database performance by troubleshooting problems, overseeing upgrades and improvements.
6. Secures database by developing policies, procedures, and controls, develop security settings for all users and contact with tech support contractor when necessary.

Financial reporting

1. Produces timely and accurate financial reports that are user-appropriate and comply with generally accepted accounting principles.
2. Provides financial information and recommendations to management.
3. Supports month-end and year-end close processes.
4. Prepares and submits GST remittances and annual charity return for the organization.
5. Prepares supporting information for the annual audit and liaises with the external auditors as necessary.

6. Liaises with other government and community agencies on matters related to financial administrative functions.
7. Performs other duties as assigned.

Requirements for Employment:

1. Criminal record review.
2. Signed Confidentiality and Employee Agreement form.
3. Approved reference checks.
4. Proof of full vaccination against Covid-19.

Vacation & Leave: Employee will accumulate 6% vacation pay on all hours worked. This equates to a vacation accrual of 15 days or 3 weeks' vacation per year.

Health and Wellness Benefits: After completion of the probationary period, employees will be eligible to enroll in an extended benefits program that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. The premiums of the plan are 100% employer paid.

Retirement Pension: After 6 months, the successful candidate will be enrolled in the Municipal Pension Plan with a matching contribution by SCS.

Other Perks: Casual dress, paid sick days, on-site parking, Employee and Family Assistance Plan, and more.

Apply today: If you are interested in applying for this opportunity, please send your CV and a cover letter detailing how you are the best candidate to jobs@scs.ca.

Please note, we will be reviewing applicants as they are received, and interviews may take place prior to the closing date. While we thank all candidates who wish to apply, only those selected for an interview will be contacted.