

Job Posting

Controller

Decoda Literacy Solutions is British Columbia's only province-wide literacy organization, providing resources, training and funds to support community-based literacy programs and initiatives in over 400 communities. We work to increase the literacy and learning skills of children, youth, adults and families to improve their quality of life at home, at work and in the community.

Our vision is a British Columbia where everyone has the literacy skills they need to thrive in their communities. We value inclusion, resiliency, integrity and optimism. We value diversity, different perspectives and ideas that benefit the team and communities we serve. We welcome applications from individuals with diverse abilities and from all backgrounds and identities and encourage applicants to indicate if they belong to any designated group in their application.

The controller is responsible for the preparation of monthly financial statements, annual budgets, financial forecasts, payroll, variance analysis, monthly management reporting, financial reporting to funders, quarterly reporting to the board of directors and analyzing current operations for cost savings and efficiencies for the Society. The controller also prepares for and manages the external audits for the Society and the Foundation. The controller reports to the executive director.

Responsibilities

Management

- Participates with the management team in preparation and implementation of the strategic plan
- Recruits, trains, supervises, monitors performance and coaches employees in the finance and administrative support team
- Prepares annual budgets in conjunction with other members of the management team, monitoring performance against budget and adjusting as required
- Develops policies, procedures, and best practices for the department

Controller

- Supervises accounting functions including Accounts Payable, Accounts Receivable, Payroll, and Capital Assets
- Monitors cash flow and provides forecasts and recommendations to management

- Oversees the maintenance and upgrade of financial systems and processes, ensuring proper controls are in place and systems are used correctly and effectively
- Supervises the preparation of financial statements, variance analysis and regulatory reports, ensuring they are prepared in compliance with GAAP
- Develops and manages internal financial management controls, ensuring cost effective financial responsibility
- Provides tax planning, in conjunction with external tax advisors, ensuring compliance with all provincial, federal, payroll, and other applicable taxes
- Prepares and submits income tax, indirect tax, WorkSafe, charity filings and Annual Return as required
- Participates in fund development initiatives and prepares budgets for proposals
- Ensures all financial reporting to funders is done as required
- Ensures income tax receipts are issued appropriately on a timely basis
- Keeps the management team apprised of all financial issues pertaining to company operations, making presentations on finances as required
- Ensures best practices in key processes are continuously implemented
- Provides basic HR, administration and operations functions as required
- The controller carries out other projects and duties as required.

Qualifications and Experience

- A designated accountant qualification (CPA - CA/CMA/CGA)
- At least two years as a controller in a service environment, preferably not for profit or charity, plus at least eight years in a hands-on computerized accounting environment
- Corporate financial planning experience with knowledge in all areas of accounting, payroll and tax compliance
- Experience working with federal and provincial government projects
- Experience assessing and implementing effective internal controls
- Familiarity with Canadian GAAP and preparation of audited financial statements

- Previous supervisory experience

Skills and Abilities

- Excellent strategic, analytical and critical thinking skills
- Strong technology skills
- Ability to work well with cross-functional teams and diverse groups of stakeholders
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Strong time management skills, with ability to organize, prioritize and meet deadlines
- High level of initiative
- Ability to develop and deliver presentations
- Strong attention to detail
- Proven supervisory, mentoring and coaching skills
- Proven management skills in developing an effective team

Terms:

- Salary commensurate with experience
- Extended health benefits

This is a part-time position at 20 hours per week.

The position will work as a hybrid position between home and the Decoda office.

Decoda embraces a flexible, family-friendly workplace and encourages a work-life balance.

Application:

Deadline to apply is March 26, 5:00 p.m.

Please send resumes and cover letter to info@decoda.ca. Use “Application-Controller” as the subject line.

We thank all applicants. Only those selected for an interview will be contacted.