



## Financial Controller

Salary: \$48,000/year (part-time at 20 hours/week)

### **About the Federation**

Recognized as a voice for community social services since 1982, The Federation of Community Social Services of BC (the Federation) represents diverse, caring and committed member agencies from across British Columbia. Our member agencies offer a range of services to communities, people living with physical and mental challenges, vulnerable children, youth and seniors, new immigrants, people living with addictions or mental health issues, and those living in poverty. Federation services and programs inform, inspire, educate, and support the people and organizations doing this incredible work. We are member driven and community focused, working on behalf of our members – and the social services sector as a whole - to develop a vibrant, sustainable social services system.

### **Job/Position Summary**

The Financial Controller is a senior member of the Federation staff who has an adept understanding of financial management of a non-profit organisation. They are responsible for the end-to-end financial process, while advancing the financial health and growth of the Federation.

### **Work Activities**

The Financial Controller will...

- Ensure compliance with agency, provincial and federal policies, procedures, and regulations.
- Reconcile bank accounts, and act as the Controller for the account payables and receivables.
- Prepare financial statements, detailed journal entries, and account analysis.
- Manage financial transactions and processes related to grants and contracts with the government and community partners.
- Oversee audits and reporting related to operations, revenue protection, and risk mitigation.
- Ensure audit guidelines and recommended process improvements are dutifully actioned in an expedited manner.
- Prepare, distribute, and present financial statements and reports for internal and external stakeholders.
- Prepare and submit tax returns and oversee payroll.
- Create budget forecasting processes, reporting procedure, and develop budgets with the staff team, including the chart of accounts.
- Work closely with the Federation staff team in the development and support of the organization's strategic initiatives.
- Provide financial leadership to the Federation staff team, Executive Director, and the Federation Board, as needed.

## What the Federation can offer you

We are a small but mighty staff team that works closely on all Federation activities. Our workdays are full but fulfilling. We are passionate about social justice and are committed to reconciliation. We offer work from home flexibility, a competitive salary and benefits package with RRSP matching, generous time off, and professional development opportunities. This is a part-time salaried position starting at \$48,000/year with five weeks of vacation.

## Organizational Status

- Reports to the Director of Operations
- Works closely with the Federation staff team and Board Treasurer
- Part-time position 20 hours per week
- Remote or hybrid option available (our office is in Victoria, BC)
- Some travel may be required

## Education/Work Experience

An accounting designation (e.g., CA, CGS, or CMA) is required, and 3+ years of directly related financial experience. Experience leading finance controls with multiple funding sources and improving processes in a non-profit organization.

## Skills

- Knowledge and understanding of regulatory requirements, best practices, accounting cycle, and bookkeeping principles.
- Superior bookkeeping and accounting skills combined with an ability to implement initiatives and handle complex transactions.
- Experience with the nonprofit sector finance management, including tax filing, payroll, CRA reporting and working with a Board of Directors.
- Ability to analyze budgetary expenditures for compliance with approved budget.
- Ability to apply financial best practice to operational process within a growing organization.
- Proficient in accounting and payroll software such as QuickBooks and Payworks
- Demonstrated experience with Microsoft Office: Word, Excel, Outlook, and SharePoint.
- Ability to be proactive and implement processes and procedures to increase efficiency, transparency, and accountability.
- Ability to present financial information to a non-financial audience with clarity.
- Strong problem-solving and decision-making skills, able to respond quickly to new or changing work demands.
- Detail oriented, highly organized, and strong time management skills.
- Ability to work effectively both independently and as a member of a team.
- Ability to assess, address and balance the needs of multiple stakeholders.
- Ability to foster a cooperative work environment, establish and maintain positive working relationships.

## How to Apply

Please apply with your resume and cover letter to [applications@fcssbc.ca](mailto:applications@fcssbc.ca). This position will remain open until filled, but a review of resumes will start immediately so do not delay applying. We look forward to connecting with you! Please quote *Financial Controller* in the subject line.

As part of our commitment to social justice and reconciliation, we encourage equity-seeking individuals to apply, including those who identify as: Two-Spirit, Indigiqueer, non-binary, cis, transgender, Indigenous, Black, immigrant, refugee, or those with diverse abilities.

We acknowledge the Coast Salish Peoples on whose territories we do our work. We also recognize that the work of our members takes place on the unceded, traditional lands of Indigenous peoples and Nations across the province. We are grateful and we honour the generations of Indigenous people who have cared for these lands, waters and air, and continue to do so today.