



## JOB DESCRIPTION

**Title:** Part-Time Controller

**Hours of Work:** 15 hours per week (Hybrid)

**Probationary period:** 3 months

**Society Profile:** Seniors Services Society is a non-profit agency located in New Westminister, B.C. which provides support services for seniors in New Westminister to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

**Purpose:** Within the vision and mission statements of the Society, reporting to the Chief Executive Officer (CEO), the **Controller** will be responsible for maintaining accurate and current accounting of all Society funds, consistent with generally accepted accounting principles.

### Position Overview

- SSSBC is hiring a part-time controller or accountant to manage the organization's grant compliance, bookkeeping, payroll, accounts payable and accounts receivables, while ensuring financial reports and tax filings are prepared in a timely manner.
- The accountant will ensure smooth operations of SSSBC' core operational finances.
- The accountant will also work with the CEO and Managers for regular communications on program/project finances for grants.
- The accountant must demonstrate attention to detail and good record-keeping skills to meet provincial and federal tax and non-profit regulations.
- This position also requires outstanding communication skills for working positively and proactively with our SSSBC team, management, and board members, plus vendors, and donors as needed.

### Key Responsibilities

Reporting to the CEO, the Controller/Accountant is responsible for the following:

- Baseline Financial Accounting
- Filing all financial and compliance reports on time to appropriate government entities for SSSBC and remittances to the CRA
- Preparing monthly financial statements for review of the SSSBC Board of Directors using deferral method under Canadian GAAP
- Reconciliation and analysis of balance sheet and related profit and loss accounts
- Preparing annual tax returns for both SSSBC Society (not-for-profit entity) and preparing the budget-to-actuals for SSSBC programs and SSSBC core operations.

- Preparing high-level financial dashboards, summarizing financial performance at an individual project level and explaining key variances, for use by SSSBC leadership and Board of Directors
- Supporting the Accounts Payable function for all local expenses
- Supporting the collection of Accounts Receivable Performing bank transfers
- Processing bi-weekly payroll
- Lead or assist decision support investigation, analysis and reporting as pertinent financial matters arise
- Liaise with external business partners and other departments to coordinate required information and resolve discrepancies
- Prepare working papers for external audits
- Prepare cash flow statements for supporting upcoming project and organizational spending Accounting
- Processes Configuring our accounting software (SAGE) to automate accounting workflows.
- Reviewing SSSBC' expense reporting practices, as well as other internal controls and processes, and making recommendations to strengthen those practices (and implementing recommendations)
- Assist with projects, such as accounting system enhancements or productivity improvement initiatives
- Advising on various accounting and tax matters
- Program/Project Accounting Reviewing contribution agreements, advising on the setup of processes and tools for the collection of appropriate supporting documentation
- Preparing financial reports for all funders based on funder-specific reporting requirements
- Monthly and annual reporting to our funding bodies to support the monthly preparation of project financials for SSSBC using the restricted fund method
- Allocating expenses to the correct donor and budget line in compliance with the corresponding funding agreements
- Ensuring that costs which are allocated across multiple projects are done correctly
- Ensuring that all supporting documentations are available and in compliance with donor requirements
- Ensuring the amortization of funding revenue to each project is complete and accurate
- Monitoring payroll and expenses to ensure that monthly financials are reconciled and comply with the terms of Service Agreements/Contracts cost increases that require formal approval from funders and ensuring approvals as needed
- Conducting monthly financials reviews with project managers on all allocations

### **Other Skills**

- Strong written and oral communication skills to explain financial concepts concisely and clearly to a non-sophisticated audience

### **The Things You Bring to SSSBC**

- CPA with 3+ years of experience in a similar role
- Familiarity with Not-for-Profit accounting standards
- Familiarity with international accounting is an asset
- Demonstrated ability to conduct accounting or tax research as necessary
- Sound knowledge of CRA requirements to maintain charitable status
- Proficiency using SAGE Online
- Proficiency in Microsoft Excel
- Excellent organizational and communication skills
- Ability to handle confidential information and maintain the highest ethical standards
- Ability to communicate proactively with stakeholders at various levels across Canada
- Strong ability to communicate complex financial topics to CEO and senior management
- Strategic thinking and exceptional problem-solving skills to balance short term requirements with long term organizational goals
- Excellent attention to detail and accuracy

#### **Position Start Date, Salary + Time Commitment**

- This is a regular part-time hybrid position working 2 days, or 15 hours per week, with an ideal start date of November 14, 2022.

Salary is under review and will be updated here when confirmed

Please submit your resume and cover letter via fax or e-mail only, NO PHONE CALLS PLEASE. Only qualified candidates will be contacted.

#### **Contact:**

**Alison Silgardo**

**CEO**

Seniors Services Society

750 Carnarvon Street, New Westminster, BC, V3M 1E7

Email: [alison@ssbc.ca](mailto:alison@ssbc.ca)

Fax: 604-520-1798

Web: [www.seniorsservicessociety.ca](http://www.seniorsservicessociety.ca)