



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Posting

Position: **Controller**
Location: **PICS Head Office, Surrey**
Hours: **35 hours per week**

Job Summary:

The Controller is responsible for the supervision of the Accounting Staff ensuring that generally accepted accounting principles are being performed and that appropriate accounting control procedures are in place. The Controller will also monitor Risk Management for the Society by following the Policies and Procedures that have been set out.

Scope: The Controller reports directly to the CEO and is responsible for the managing of financial activities of the organization including accounting, risk management and the supervision of accounting staff. This includes preparing financial reports; ensuring compliance with an effective system of accounting; managing the payroll system, maintaining accurate and current financial records and maintaining purchasing controls and inventory. The Controller must also be able to perform all duties of the staff she/he supervises and must be able to cover vacant positions when necessary. Additionally, a training plan is to be set up and implemented, which would ensure that accounting staff have adequate training/knowledge of high-level accounting, issues etc.

Key Duties and Responsibilities:

- manages accounting and financial systems and maintains full and accurate accounting records;
- manages the payroll system in order to ensure all staff are paid on a timely and accurate basis; conducts financial analysis and prepares detailed financial reports and statements;
- prepares working papers and financial statements for annual audit;
- assists external auditors in the audit process, respond to auditors' comments concerning finances and operations and oversee required action to address deficiencies;
- prepares and assist managers and directors with project and program budgets;
- independently identifies discrepancies, researches questions and issues, confers with program managers and funders. develops appropriate and accurate alternative solutions;
- prepares spreadsheets for analyzing and tracking project reports and generates investment reports;
- provides financial information and monthly reports to the CEO and the Board of Directors;
- provides financial and accounting advice and direction;
- ensures compliance with financial legislation, policies and procedures;
- prepares tender documents and administer contracts;
- implements and monitors payment authority practices;

- maintains cash controls and maintains internal controls to ensure compliance with financial legislation, policies and procedures;
- monitors department spending and recommends corrective actions as necessary;
- reconciles general ledger accounts;
- works with program managers on all major fundraising events and monitor internal and external process for event cash management;
- is part of the CARF accreditation team with the responsibility of risk management for the organization;
- responds to staff inquiries and providing overall direction to department employees;
- monitors expenditures, journal and ledger entries, bank statements, account activity and other accounting and financial records and statements;
- assigns, schedules, monitors and evaluates work of assigned professional and support staff;
- reviews and verifies the accuracy of financial data and information and associated legal documents; and
- sets up and maintains a system for the purchasing of office supplies, furniture and equipment.

Qualifications and Requirements:

- CPA designation and several years of related financial and administrative experience;
- knowledge and experience in:
 - generally accepted accounting principles,
 - preparation of financial statements and reports
 - computerized accounting programs,
 - accounts payable and accounts receivables,
 - administration of employee benefits,
 - payroll systems and reporting;
- knowledge and experience of fund accounting and non-profit accounting is an asset;
- experience with managing invoicing and payables from different consultants and trades for large construction projects is and asset;
- understanding of relevant legislation, policies and procedures;
- excellent supervisory skills, interpersonal skills , and team building skills;
- excellent analytical, problem-solving skills, decision making skills;
- effective verbal, written, listening communication skills;
- attention to detail and high level of accuracy;
- effective organizational and time management skills; and
- excellent computer skills including the ability to operate and manage computerized financial, payroll and human resource information systems, spreadsheet and word processing programs and email at a highly proficient level.

How to Apply: Please submit a resume and cover letter, stating salary expectation, to PICS HR Department at career@pics.bc.ca. Please use the job title as the email subject.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)