



JOB DESCRIPTION

Position title:	Controller
Department:	Finance
Reports to:	Director of Finance
Date:	September 2020

Our Vision

A neighborhood where every person's worth is celebrated, and all people thrive.

Our Mission:

We seek a just society, nurturing spirits through ministry, housing, advocacy, and community services.

Our Core Values

Acceptance – we practice a presence of acceptance – caring for people no matter who they are, no matter where they are on life's journey, no matter their race, gender identity/expression, or who they love. We meet people where they are and offer help when asked.

Discernment – we develop and grow our skill at using critical thinking and judgement in our interactions with the community we serve. We know that behaviour is, in itself, communication and sometimes rules cannot be one-size-fits-all. And that the world does need rules. We use the same skills to plan how the organization should respond to the neighbourhood we serve.

Empathy – we practice empathy – truly seeing and hearing the experience of those around us. Empathy communicates to those we serve: "You are not alone."

Accountability – we show up and we go the extra mile. We deal with our own issues and we take ownership and responsibility for our work and its impact.

Social Justice – we aspire to a sustainable and equitable society.

Each job within the First United Church Community Ministry Society should in some way promote our accomplishment of this vision and mission.

POSITION OBJECTIVE

The Controller is accountable for accounting operations at First United Church Community Ministry Society: including production of regular financial reporting, reconciliations, maintenance of adequate systems of accounting records, and ensuring accuracy of First United's financial records, including compliance with Canadian generally accepted accounting principles.

This position also provides support to the Director of Finance in various areas of financial analysis and reporting, including preparation of annual budgets and reports for funding partners.

DUTIES AND RESPONSIBILITIES

ACCOUNTS MANAGEMENT:

- Maintains and enforces a documented system of accounting policies & procedures
- Oversees the operations of the accounting department, including control systems, transaction-processing operations, policies and procedures.

ACCOUNTING TRANSACTIONS:

- Ensure accounts payable are paid in a timely manner and that all reasonable discounts are taken; process cheque runs & prepare/process electronic payments and transfers
- Ensure that accounts receivable are collected promptly
- Assist the Payroll & Benefits Coordinator with payroll reporting problems or in correcting errors
- Process bi-weekly payroll when Payroll & Benefits Coordinator is absent
- Ensure that bank reconciliations are completed
- Ensure reconciliations with Raiser's Edge (fundraising) software are completed
- Ensure required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain orderly accounting filing systems
- In partnership with the Director of Finance, maintain a system of controls over accounting transactions
- Enter bank deposit information from the Raiser's Edge (fundraising) software as receipts in the QuickBooks accounting system.
- Enter adjusting journal entries as needed

FINANCIAL REPORTING & COMPLIANCE:

- Issue timely and complete monthly financial statements
- Preparation of financial reporting to institutional funders & for annual reports, as necessary
- Coordinate annual budgeting processes, in partnership with Executive Director and Director of Finance
- Calculate variances from budgets and report significant issues to management
- Provide financial analyses as needed, under the direction of the Director of Finance
- Coordinate the provision of information to external auditors
- Prepare quarterly and annual filing for WorkSafeBC premiums

SCOPE OF RESPONSIBILITY

Supervisory/Management responsibility

None

Financial responsibility

Responsible for accounting for the revenues and expenses, including internal reporting. Oversees cash receipts and cash disbursements. Monitors the bank balances and cash flow requirements of the organization.

Latitude

The incumbent works fairly independently. If clarification is required, it is expected that the incumbent will request further direction from the Director of Finance, the Managing Director, or the Executive Director.

INTERNAL/EXTERNAL RELATIONSHIPS

Regular communication is maintained with all levels of management and staff as accounting information is gathered, transactions are processed and reports are produced.

- Director of Finance, Managing Director, and Executive Director: seek input or to exchange information about accounts payable, accounts receivable, budget or other accounting related matters
- First United Church staff: to exchange information, advise or receive instruction on specific accounting tasks

- First United Church Social Housing Society: to exchange information, advise or receive information on intercompany transactions with Housing Accountant or Director of Housing
- Vendors, donors, payroll software, WorkSafeBC, BC Housing, CRA, and other external parties: regular communication to provide and obtain information, answer general inquiries, phone calls, emails, etc.

QUALIFICATIONS

5-7 years of progressively responsible experience in a finance/accounting department of a mid-sized organization (\$3-8M operating budget).

Education

- Bachelor's degree in accounting or business administration, or equivalent business experience
- CPA designation (completed or nearing completion), or equivalent business experience

Special Training

- Expertise processing accounting transactions with QuickBooks accounting software.
- Expertise with payroll software and general understanding of requirements of processing payroll in a Canadian context
- Expertise with Avanti would be an asset
- Expertise with Raiser's Edge a plus

Work Experience

- Accounts payable, accounts receivable and bank reconciliation experience (5-7 years).
- General accounting and financial reporting experience (3-5 years).
- Fund accounting for not-for-profit experience (2+ years)

Other

- Good command of English language both written and verbal.
- Ability to effectively interact with a variety of staff and members of the public in a diplomatic, professional and result-oriented manner.
- Excellent organizational skills and ability to prioritize one's workload.