



CONTRACTOR POSTING: NSCR Controller

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To achieve this mission, we provide community programs and services in four areas: Child and Parent programs, Seniors programs, Community Engagement, and Community Legal Services and Housing Advocacy. To learn more about NSCR, see our [Annual Report](#), [Financial Statements](#) and visit our website at www.nscr.ca.

Reporting to the Executive Director, the Finance and Audit Committee and the Board of Directors, NSCR seeks a **Controller** on a contract part-time basis (approximately 20 hours per month; potential for additional work as needed) to provide leadership and oversight of NSCR's accounting systems and financial records. NSCR currently has 20 programs and uses the deferral method of accounting.

Responsibilities

1. Financial/Accounting Systems, Policies and Procedures

- In collaboration with the Finance and Audit Committee, Executive Director and Assistant Executive Director, provides leadership with respect to NSCR's financial management systems including advising with respect to appropriate financial policies, procedures and internal controls as well as compliance thereof in accordance with generally accepted accounting principles.
- Provides direction to the Assistant Executive Director as appropriate; advises with respect to training and/or professional development needs.
- Assists management as needed with accounting related queries or needs.

2. Banking and Payments

- Reviews accounting and other financial work of the Assistant Executive Director for compliance with NSCR Financial Policies and Procedures and appropriate accounting principles.
- Completes monthly bank reconciliations and journal entries.
- Manages bank account cashflows to meet organizational needs.
- Reviews payroll package reports (including review of over/under limits), and approves addition of new vendors to accounting systems.
- Approves e-transfers and signs cheques as needed.

3. Budgeting, Reporting, Investments and Audit/Review Engagement

- CRA Compliance: prepares and ensures submission of the annual charity return; generally, ensures compliance with all other CRA requirements.
- Annual Budget: in collaboration with the Assistant Executive Director and Executive Director, prepares the annual budget; presents proposed annual budget for consideration by Finance and Audit Committee and Board of Directors.
- Reviews program funding reports/applications for new funders and the annual Community Gaming Grant Account Summary Report.
- Completes quarterly account reconciliations and prepares quarterly financial statements, consisting of balance sheet and income statements, by department (program) and on a consolidated basis, with variance analysis.
- In collaboration with the Assistant Executive Director and the Executive Director, discusses options for NSCR term deposits and investments. Sends instructions to financial institutions as needed for term deposits and investments.
- Prepares working papers and schedules, to facilitate the efficient preparation of the reviewed/audited financial statements by the external accounting firm.

Qualifications, Skills and Experience

- Current accounting designation (e.g. CPA or equivalent)
- Extensive accounting experience with non-profit organizations with multiple service programs
- Experience supervising other accounting staff
- Proficient with QuickBooks Desktop using classes & templates; familiarity with Ceridian an asset
- Ability to work independently, with a team and seek/take direction as appropriate
- Proficient with Microsoft Office Suite (Word, Excel, etc.) and Adobe Acrobat
- Superior communication (oral and written), human relationship, and time management skills

Successful candidate subject to a criminal record check.

Professional fee commensurate with experience; range of \$50-60/hour.

Applications:

Please send *electronic* applications in PDF format including a covering letter and CV to:

Murray Mollard, Executive Director:
murray.mollard@nscr.ca

Nadir Surani, Assistant Executive Director
nadir.surani@nscr.ca

NSCR values diversity, equity and inclusion. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.