



Financial Controller

Whistler Community Services Society (WCSS) provides inclusive support and is an advocate to create and build a healthy community. We value trust, respect, advocacy, and collaboration. As an accredited charity by Imagine Canada, we uphold the highest level of standards to improve our organization.

Job Summary:

The Financial Controller contributes to the overall success of the Whistler Community Services Society (WCSS) through the production of appropriate, accurate, timely and regular reports on the financial operation of WCSS in accordance with standard accounting principles. This 16 hour a week position will involve working occasional additional hours during the preparation of WCSS' budget as well as to oversee our annual audit process.

Job Duties and Responsibilities:

- Prepare and distribute month end financial reports in accordance with standard accounting principles.
- Prepare all documents and forms related to regulatory requirements (i.e.: GST, CRA-T3010 etc.) and ensure accurate and timely submissions.
- Perform all necessary account, bank, and other reconciliations.
- Maintain financial accounting systems for restricted funding.
- Prepare budgets in collaboration with program leaders, Executive Director, and Board finance committee.
- Maintain records for all charitable donations and issue charitable receipts.
- Maintain complete and organized filing system of all financial records, contracts, and correspondence.
- Provide oversight of annual financial audit including preparation of annual audit working papers and supporting documentation.
- Assist WCSS managers and senior staff in their understanding and compliance with financial process and policies.
- Maintain good working knowledge of current business trends and review accounting practices to ensure WCSS follows best business practices.

Qualifications:

- Criminal record check.
- 3+ years of senior-level financial experience.
- Chartered Professional Accountant designation considered an asset.
- Exceptional attention to detail and deadlines with strong analytical skills.
- Experience handling personal information and maintaining confidentiality.
- Experience working in the non-profit sector considered a strong asset.

WCSS is committed to diversity and inclusion in both our programming and our team. We welcome applications from all qualified candidates and believe in creating a workplace where individual differences are recognized, appreciated, and respected.

