



Not-for-Profit Financial Controller

Reports to: Operations Director

Team: National Office

Location: Surrey, BC or Greater Vancouver Regional District, BC

Level: Manager, experienced, no direct reports to start

Job type: Full Time

Work Type: Hybrid

Hours: 40 hours per week, with some flexibility regarding schedule

Pay range: \$65,000-70,000 (based on experience and geographical location)

Benefits: Extended health incl. physio, massage, chiro, dental, vision; EAP, vacation, Sabbath time off, sick days

Non-traditional benefits: free onsite parking, walking trails, subsidized farm-to-table lunches, community events

Work environment: Annual National Team Gathering (in person every two years)

Key contacts: Operations Director, Finance and Operations Manager, Finance and Admin Clerk, Donor Services Database Administrator, CRA, auditors, banking professionals, program leads, key funders and vendors as required

SUMMARY

Are you a born analyst and numbers person with a passion for keeping accurate, straightforward and timely records? Are you excited about optimizing Quickbooks Online Advanced and collaboratively building financial models in Excel? **Do you want to use your gifts and experience to facilitate nature conservation efforts around the world?** A Rocha Canada is seeking an experienced, hands-on Financial Controller to join our National Office team at an exciting moment in our story.

The Financial Controller role is suitable for an experienced accountant. You will be responsible for maintaining and working closely with the Operations Director, continuously improving the system of financial controls, including general accounting, investment accounting, tax compliance and planning, budgeting, and banking.

For over 40 years (24 years in Canada) and now on six continents, A Rocha has been protecting and caring for vulnerable habitats, species and communities in God's name. Working closely with the Operations Director at A Rocha Canada, you will be empowered to use your talents to optimize our accounting software and bookkeeping processes. You will ensure A Rocha Canada's compliance with GAAP principles for NFPs and play an instrumental role in supporting financial analysis and reporting.



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RESPONSIBILITIES

- Oversee all cyclical accounting processes, ensuring timely and accurate reporting of cash flow, budgets, forecasting, and other supporting financial information needed for decision-making.
- Optimize use of ARC's accounting (QBO Advanced) and payroll (Payworks) systems features and implement internal financial controls to ensure integrity and reliability of financial data
- Own and oversee accurate revenue recognition - including for deferred earned revenue, deferred designated contributions, capital projects and grants
- Ensure all revenue sources are accurately and promptly recorded and consistently reconciled.
- Ensure that directors are kept informed of incoming gifts and grant monies and that charitable requirements around donation tax receipts are met in a timely and accurate manner.
- Oversee all compliance, risk mitigation, and audit requirements
- Prepare financial statements monthly, at key points in the year, and at fiscal year-end in accordance with GAAP and Canadian accounting standards for not-for-profit organizations.
- Oversee accurate expense tracking and provide financial analysis to the Director of Operations upon request
- Along with the team, contribute thought partnership towards innovations to financial processes
- Ensure compliance with - and suggest improvements to - internal accounting and financial policies and procedures.
- Provide payroll back-up during vacation, illness or transitions
- Support Director of Operations with optimizing banking set up, lines of credit or other financial services as required

QUALIFICATIONS

- Minimum 6 years experience in at least two Canadian not-for-profits (ideally one is National)
- Recognized accounting designation CPA (CMA, CGA, or CA), in good professional standing
- Experience assuming a high level of responsibility/oversight in an NFP and knowledgeable about financial system change management processes
- Excellent journal entry and bookkeeping clean-up skills
- Significant experience working in Quickbooks Online is essential (QBO Advanced is an asset)
- High level of technical competence and degree of comfort with accounting and payroll applications and integrated tools
- Familiar with revenue recognition practices, including grants, third party platforms, gifts in kind
- Familiar with all modern payment methods, including: Credit Cards, Debit Cards, Automated Clearing House (ACH), Cash, Paper Checks, eChecks, Digital Payments, Money Orders.
- Thorough understanding of risk management, fiscal responsibility, financial reporting, funding, contract laws, budgeting, and partnership arrangements within Not-for-profit organizations



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- Knowledge of GAAP plus federal and provincial legislations as it pertains to non-profit accounting principles, standards, and regulations
- Experience mentoring a team as well as advising leadership
- Able to see beyond current processes and move towards a future vision
- Some experience with risk management, insurance coverage, and compliance with regards to capital building projects would be ideal
- Experienced and comfortable managing conversations with CRA, government bodies, community agencies and Christian groups

CHARACTERISTICS

- You understand and support the ethos, mission and core values of A Rocha Canada
- You have an appreciation for nature
- You are an active member of a local Christian community and familiar with Jesus' teachings, including around money
- You have a high level of self-motivation and an ability to take initiative
- You have a demonstrated ability to maintain strict confidentiality and handle sensitive information
- You have well-developed interpersonal skills and the ability to work both independently and collaboratively
- You are committed to investing in team relationships, and mentoring team members, in person and virtually
- You are a creative and flexible thinker who enjoys experimenting with new and evolving processes
- You are highly organized and able to manage multiple projects, deadlines and tasks concurrently

This position requires a criminal record check with a vulnerable persons scan. Specialized site-specific training will be provided in accordance with A Rocha's Child Protection Policy.

HOW TO APPLY

Please email your resume to romina.farrell@arocha.ca by January 20, 2025. The listing will remain active until a suitable applicant is hired. Include the following with your application:

1. Cover letter detailing how you meet the requirements of the role



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2. Your answer to the following question: In 250 words or less, what is it about A Rocha Canada's work that would make you excited to join our team?

Only those selected for an interview will be contacted.