

# Controller

\$90,000 - \$110,000

SURREY, BC

## ABOUT PICS

---

Progressive Intercultural Community Services (PICS) Society, established in 1987, is an internationally accredited non-profit organization that provides a comprehensive network of services to immigrants and local communities in the Lower Mainland, with offices in Surrey, Vancouver, Delta, and Prince George. PICS offers a wide range of support, including training, counseling, mentoring, and empowering its clients to promote inclusion and respect. PICS is highly regarded for its leadership and effective partnerships with government, educational institutions, and local service providers, consistently meeting or exceeding project targets while responding to growing community needs.

PICS in partnership with different levels of Government, educational institutions, and the local service providers, has successfully provided various programs and services to immigrants and general clients in the region. PICS is a trusted and respected organization in the region because of its leadership role in identifying and fulfilling the local community's needs.

## ABOUT THE CONTROLLER POSITION

---

The Controller oversees the Accounting Department, ensuring that generally accepted accounting principles (GAAP) are followed and that robust accounting controls are in place. They are also responsible for monitoring the organization's risk management by adhering to established policies and procedures.

Reporting directly to the CEO, the Controller manages the organization's financial operations, including accounting, risk management, and the supervision of accounting staff. The Controller must be capable of performing the duties of their staff and stepping in to cover vacant roles when needed. Additionally, the Controller is responsible for developing and implementing a training plan to ensure the accounting team is well-versed in advanced accounting practices and emerging issues.

## KEY LEADERSHIP ACCOUNTABILITIES

---

- Manages accounting and financial systems, ensuring the maintenance of full and accurate financial records.
- Oversees the payroll system to ensure timely and accurate staff payments.

- Conducts financial analysis, preparing detailed reports and statements.
- Prepares working papers and financial statements for the annual audit.
- Assists external auditors during the audit process, addresses auditor feedback, and oversees corrective actions for any deficiencies.
- Assists managers and directors in preparing project and program budgets.
- Identifies and resolves discrepancies independently, researching issues, consulting with program managers and funders, and developing accurate solutions.
- Prepares and tracks project reports using spreadsheets and generates investment reports.
- Provides financial information and monthly reports to the CEO and Board of Directors.
- Offers financial and accounting guidance to staff.
- Ensures compliance with financial legislation, policies, and procedures.
- Prepares tender documents and administers contracts.
- Implements and monitors payment authorization practices.
- Maintains cash and internal controls to ensure compliance with financial regulations.
- Monitors departmental spending and recommends corrective actions as needed.
- Reconciles general ledger accounts.
- Collaborates with program managers on major fundraising events, overseeing event cash management processes.
- Participates in the CARF accreditation team, responsible for organizational risk management.
- Responds to staff inquiries and provides overall direction to the department.
- Monitors expenditures, journal and ledger entries, bank statements, and other financial records.
- Assigns, schedules, monitors, and evaluates the work of assigned staff.
- Reviews and verifies the accuracy of financial data, information, and legal documents.
- Establishes and maintains a purchasing system for office supplies, furniture, and equipment.

## SKILLS AND QUALIFICATIONS

---

- CPA designation with extensive experience in financial and administrative roles.
- Proficient knowledge and experience in:
  - Generally Accepted Accounting Principles (GAAP)
  - Preparation of financial statements and reports
  - Computerized accounting programs
  - Accounts payable and receivable management
  - Employee benefits administration

- Payroll systems and reporting
- Knowledge and experience in fund accounting and non-profit accounting are assets.
- Experience managing invoicing and payables for large construction projects, including consultants and trades, is an asset.
- Strong understanding of relevant legislation, policies, and procedures.
- Excellent supervisory, interpersonal, and team-building skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Effective verbal, written, and listening communication skills.
- Exceptional attention to detail and accuracy.
- Strong organizational and time management skills.
- Advanced computer skills, including proficiency in managing computerized financial, payroll, and human resource systems and spreadsheets, word processing, and email programs.

## WORKING CONDITIONS

---

- Onsite position based in Surrey, with no flexibility for remote work.
- 35 hours per week.
- The Controller will be expected to volunteer during events on weekends, as needed.

This is a unique opportunity for a dedicated professional to make a meaningful impact by contributing to a respected organization while enhancing their leadership and financial management skills. If you are passionate about community service and eager to play a key role in driving financial excellence, we encourage you to apply. If you feel you would be a strong fit and are interested in learning more about this exciting opportunity, please forward your resume to [laise.sato@mnp.ca](mailto:laise.sato@mnp.ca)

We thank all candidates for their interest; however, only candidates selected to move forward will be contacted.