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**Ballet BC**  
601 Smithe Street  
Vancouver, BC V6B 5G1  
Canada

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info@balletbc.com  
balletbc.com

### **Controller (part-time)**

Ballet BC is seeking a Controller to provide operational support to the organization by managing the finance department including general accounting, financial reporting, annual budgeting and forecasting, income and cash projections, cash flow management and payroll. The position oversees the bookkeeper in the accounts receivable and accounts payable functions.

Duties and responsibilities:

#### Financial Reporting, Management, and Controls

- Working in conjunction with operations, develops the annual operating budget as well as end of year income projections
- Prepares and analyzes actual performance against budget throughout the year and works with management to take corrective action as necessary to ensure annual financial objectives are achieved
- Prepares and analyzes monthly/quarterly financial statements and cash flow projections, and reports to senior management and the Board/Finance & Audit Committee
- Manages cash flow needs in conjunction with ED and other departments
- Takes ownership of the overall finance function, to ensure the appropriate controls and processes are in place and makes recommendations where gaps are identified
- Prepares and files any compliance based reports and ensures the organization's compliance with external regulatory stakeholders including Canada Revenue Agency, CADAC, WorkSafe BC, federal/provincial/municipal grantors, and restricted fund donors, and Ticketmaster
- Prepares working papers for and liaises with external auditors on the year-end audit

#### Accounting and Other

- Maintains general accounting records and is responsible for the overall integrity and accuracy of the Company's financial records
- Oversees bookkeeper in banking, accounts receivable, and accounts payable functions including monthly all reconciliations
- Prepares month end journal entries
- Administers payroll functions including maintenance of employee records
- Evaluates, negotiates, and recommends coverage for property and liability insurance and employee health benefits.

Qualifications:

- Bachelor's Degree in Commerce or Business Administration (Accounting or Finance is preferred); and CPA required

- Minimum of 5 years experience working in a full cycle finance position, with a minimum of 2 years supervisory experience
- Minimum of 2 years of experience in small business or not-for-profit accounting with working knowledge of the Canadian charity financial environment preferred
- Proficiency with Microsoft Office, particularly Excel
- Proficiency with Quickbooks
- Accuracy and attention to detail
- Critical and logical thinking, analysis and reasoning
- Ability to work within cash, accrual and hybrid accounting frameworks
- Ability to be flexible and adaptable within changing work environments and overlapping priorities
- Strong interpersonal skills with the ability to work independently and as part of a team effectively, with varied personalities, and many work styles
- Excellent written and verbal communication skills
- Committed to familiarizing themselves with Company rules and regulations
- Interest in and knowledge of the arts and dance in particular preferred
- Maintain and communicate a positive image of the Company

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post.

Reports to: Executive Director

Responsible for: Bookkeeper (part-time)

Competitive salary is negotiable based on experience.

Please send your CV and letter of intent by noon on September 1, 2017 via email to:

info@balletbc.com, Attention: Executive Director