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1286 Cartwright St. Granville Island
Vancouver, BC V6H 3R8
604 732 5003

POSITION: Controller
REPORTS TO: Managing Director
JOB TYPE: In person, Full-time, 40 hours per week
LOCATION: Granville Island Office/Studios

THE COMPANY

Ballet BC is an internationally renowned creation-based contemporary dance company led by Artistic Director Medhi Walerski. Deeply committed to presenting new work by established and emerging choreographers in addition to acclaimed repertoire, the 22-dancer company performs today's most sought-after Canadian and international choreography. Ballet BC tours regionally and internationally in addition to its regular performance season at the Queen Elizabeth Theatre in Vancouver, and is a leader and resource in the community through dance education opportunities, community and audience outreach, and professional development activities which serve to provide greater access to our art form.

The largest dance organization in British Columbia, Ballet BC is located on culturally vibrant Granville Island in the heart of Vancouver, situated on the traditional, ancestral and unceded territory of the Coast Salish peoples—the Skwxwú7mesh (Squamish), Stó:lō and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) First Nations

THE ROLE

Reporting to the Managing Director, the Controller is responsible for the day-to-day management of Ballet BC's finance department, including financial reporting, forecasting, cash flow management, accounting operations, payroll oversight, compliance, and internal controls. Working closely with the company's leadership team, the Controller works to provide accurate financial information, analysis, and practical recommendations to support operational and budgetary decision-making. The Controller serves as a liaison and supports financial reporting to the Chair of the Finance & Audit Committee (F&A), and supervises one full-time Accountant position.

KEY RESPONSIBILITIES

Financial Reporting, Management Reporting

- Develops and maintains regular financial reports including actuals versus budget, year-to-date performance, forecasts, cash flow, key variances, and areas requiring management attention.
- Presents financial information clearly and effectively to support monitoring and decision-making by management and non-financial stakeholders.
- Maintains and continuously improves reporting processes, dashboards, and financial information to meet organizational needs and established reporting timelines.

Budget Management, Forecasting & Analysis

- Co-leads the annual operating budget process with the Managing Director, including departmental budgets and year-end projections.
- Maintains rolling forecasts and updates projections based on financial performance, known commitments, and changing operational needs based on input from budget managers.

Financial Controls, Compliance & Process Improvement

- Maintains and reviews accounting controls, processes, and documentation; identifies gaps and implements practical improvements to support accuracy and efficiency.
- Maintains the integrity and accuracy of the Company's financial records and supports timely month-end and year-end close processes.
- Prepares and files compliance-based reports and coordinates requirements with CRA, BC Ministry of Finance, CADAC, BC Gaming, WorkSafeBC, grantors, restricted fund donors, and other applicable stakeholders.
- Prepares working papers and liaises with external auditors during the year-end audit.

Finance and Audit Committee

- Acts as a liaison to the Chair of the Finance & Audit Committee.
- Prepares timely financial packages including reports, forecasts, and analysis for the F&A Committee and Board of Directors.

People Leadership, Delegation & Performance Management

- Provides clear direction, priorities, expectations, and deadlines to the Accountant, and delegates work appropriately.
- Monitors performance and provides regular feedback, coaching, and support.
- Sets annual performance goals, conducts performance reviews, and addresses performance concerns through clear expectations and appropriate follow-up.
- Supports the Accountant's professional development and reviews workload and priorities as needed.

The above list is not exclusive or exhaustive and the Controller will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the company.

QUALIFICATIONS

REQUIRED

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field, or an equivalent combination of education and experience, and CPA designation or in progress
- Minimum 5 years of progressive full-cycle accounting and finance experience, including budgeting, forecasting, financial reporting, cash flow management, and audit.
- Experience with management reporting, budget-to-actual analysis, and financial dashboards or reporting tools.
- Working knowledge of Canadian accounting and financial reporting requirements, including Accounting Standards for Not-for-Profit Organizations
- Proficiency with Microsoft Office, particularly Excel, and Google Workspace, with experience using accounting and payroll software, financial reporting and budgeting tools, and other business systems.
- Strong analytical, organizational, and problem-solving skills, with excellent attention to detail and accuracy.
- Strong communication and interpersonal skills, with the ability to clearly explain financial information to non-financial stakeholders.
- Demonstrated ability to supervise, delegate, provide feedback, and support employee development.
- Ability to identify financial risks and emerging issues, exercise sound judgment, and manage competing priorities and deadlines.

ASSETS

- Experience in a nonprofit, charitable, arts, or cultural organization, including grant accounting or restricted funds.
- Experience with Wagepoint, Float, and/or Quickbooks Online
- Experience working with a Board or Finance & Audit Committee.
- Interest in the arts and Ballet BC's mission.

PERKS AND BENEFITS

- Comprehensive health coverage after successful completion of probation.
- Access to on-site health practitioners for wellness support.
- Access to on-site gym and sauna facilities.
- Access to studio rehearsal viewings.
- Complimentary Ballet BC tickets for Vancouver performances.
- Work at vibrant Granville Island, one of Canada's premier arts and culture destinations.

ADDITIONAL INFORMATION

Salary Range: \$75,000 to \$85,000 annually

Start Date: ASAP

Applications will be accepted on an ongoing basis until the position is filled.

To apply, please submit your CV and cover letter to: careers@balletbc.com.

Ballet BC is an equal opportunity employer, and welcomes all those who would contribute to further diversifying our company. We believe we are made stronger by our unique combination of culture, race, ethnicity, age, gender, sexual orientation, gender identity or expression. Learn more about Ballet BC's commitments to EDIA here: balletbc.com/edi-at-balletbc