



## **Indian Residential Schools Survivors Society**

### **Employment Opportunity**

Vancouver or North Vancouver, Hybrid.

#### **About the IRSSS:**

The Indian Residential School Survivor Society (IRSSS) is a provincial organization providing essential services to residential school survivors/students, their families and loved ones, and Indigenous people experiencing intergenerational trauma.

Title: Controller

Term: Permanent Full-time

Hours: 35 hours per week, Monday to Friday

\*occasional overtime on weekends and evenings may be required

#### **About the Position:**

The Controller role is a permanent full-time position, which includes the oversight of the support and delivery of IRSSS financial services including financial management, financial reporting and analysis, payment processing and general accounting in accordance with policies, procedures, legislation, and generally accepted accounting principles.

#### **Duties:**

Leading a team of five staff, the Controller is responsible for day-to-day management of the Finance Department including:

- oversight of accounts payable and payments,
- accounts receivable,
- reconciling general ledger accounts,
- preparing journal entries,
- preparation and review of financial statements,
- preparing working papers and ensuring compliance with the Society's contracts,
- remittances and filing requirements, and
- oversight of payroll.

### **Qualifications:**

- Five years of accounting experience in a multi-department, multi-funder environment.
- Experienced with Quickbooks Online and Microsoft Excel.
- Experience with payroll software is preferred.
- Demonstrated use of good professional judgement.
- Experience in non-profit organizations an asset.
- CPA or CAFM designation, or equivalent.
- Knowledge of First Nations culture, and history is an asset.
- Valid BC Driver's License, Must Own Vehicle and have Ability to Travel is desired.

### **Additional Requirements:**

- Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs at a highly proficient level
- Stress & time management skills,
- strong organizational,
- communication and team skills
- Must undergo a Criminal Record Check

**Salary:** Depending on education and experience

**Benefits:** Dental, Health, LTD/STD, Life Ins. & Er matched RBC Advantage Savings Plan

**Deadline:** Friday, June 16, 2023, at 4:00pm

***In accordance with s. 41 of the BC Human Rights Code, preference may be given to applicants of aboriginal ancestry – please self-identify in your Cover letter***

Please send your resume, cover letter, and references to:

Paul Plater, Chief Financial Officer

836-350 West Georgia Street, Vancouver BC, V6B-6B1

Email: [Resumes@lrsss.ca](mailto:Resumes@lrsss.ca)

Fax: 604-985-0023

No Phone calls please. Only those applicants short-listed will be contacted.

## **Benefits.**

If your purpose is more than just finding a job and you believe in the important work we do, you will fit right in!

In addition to a competitive base salary, The IRSSS offers:

- full employer paid benefits (dental, health, disability, and life),
- 8 annual personal wellness days,
- 4 paid days between Xmas and New Years,
- 3 annual cultural day annually on top of vacation entitlement, and
- 12 statutory holidays.
- and we match up to 8% of employee contributions into retirement savings to support your financial well-being.
- We offer flexible work, with 40-60% of time based with our team in the Vancouver office, and,
- We invest in annual staff learning and celebration professional development retreats.

Our senior leaders are guided by a Board of Directors and council of Elders who are themselves survivors, and our passionate team of 70+ individuals across BC lead and work from culturally-based values and guiding principles that include a commitment to healing, learning, growth, respect, collaboration, and transformation.

## **Come work with us**

If this is you, submit your application and make sure to fill out a short summary that shares a little about you and why you feel this role would be a great fit! (If this isn't you, but you think you know who is, please feel free to share this opportunity with them - great people know great people.)