



Financial Controller

Agency Overview

Learning Disabilities Society is a growing, innovative, research-based, non-profit charity serving children and youth with learning differences. In collaboration with academic institutions, LDS offers individualized, evidence-based programs that target student-specific learning needs. Our growing programs and services currently operate online, from our Learning Centres in East Vancouver and North Vancouver, as well as from six in-school locations. We provide sustainable, affordable and individualized programs to ensure that all children have an opportunity to realize their full potential.

Through early intervention, we support students at a critical time in their life, leading to profound, positive change in student life outcomes. We are scaling-up our organization and service provision with the ultimate goal to effect system change with material and wide-ranging societal benefits.

Purpose of Position

The Financial Controller will work closely with our current bookkeeper, Executive Director, Fundraising Manager, board of directors and other staff to manage all LDS finance-related activities and ensure adherence to best practices. The Financial Controller will be an integral part of the LDS team, providing critical input regarding financial planning, budgeting, reporting, and controls that pertain to all LDS operations, advancement activities, and strategic planning. This role provides essential real-time information that impacts key LDS decision making.

Principal Roles and Responsibilities

- Manage all LDS financial accounting activities including planning, budgeting, management reporting, and financial statement preparation ensuring the highest standards of care and attention to detail.
- Manage annual audit process and all regulatory filings.
- Support advancement (fundraising) financial planning and forecasting, and grant reporting.
- Manage cash resources, including investments and borrowing, receivables and payables.



- Maintain and enhance financial and risk management controls and related policies and procedures to ensure organization stability and protection; ensure up-to-date organization awareness of all tax and regulatory issues.
- Manage and enhance integration of LDS accounting system with other LDS IT infrastructure including CRM and other online systems.

Skills and Qualifications

- Current professional accounting designation.
- University undergraduate degree in related field.
- Minimum 5 years of experience in finance and accounting, including budget development, auditing, financial planning and monitoring.
- Strong analytical skills; ability to develop and assess financial forecasts.
- Highly detail oriented and strong organizational skills.
- Strong oral and written communications skills; comfortable presenting to multiple sizes and types of audiences.
- Strong interpersonal skills; collaborative style.
- Ability to thrive in dynamic environment; entrepreneurial.
- Passion for non-profit work and community service.
- Self-motivated and proactive, ability to work in a team and independently.
- Proficient computer skills including with accounting software systems, Office Suite, strong Excel and online database/CRM management and reporting skills.
- Practical and current knowledge of CRA regulations, programs, and guidelines pertaining to registered charities.

Reports to: Executive Director

Start date: As soon as possible.

Location: This position works primarily out of our East Vancouver office, which is located on very good transit and bike routes, and has parking available.

Remuneration: We expect this to start as a part-time position, approx. 25 hours per week. We have budgeted a competitive daily rate range, commensurate with a professional of the stated experience and responsibility level. We would be pleased to discuss this at an initial interview. We are open to discussing how remuneration is



recognized in a contractor or employment agreement. For employees, we are able to offer generous vacation and comprehensive extended health and dental benefits.

Equity: LDS is committed to employment equity and believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

Accessibility: Please note, LDS's main office space is located on the ground floor of the building.

How to apply: Please send your resume and cover letter specifically indicating (a) past advancement experience and (b) experience with a growing organization as ONE PDF **by 5pm Sunday September 20, 2020 to Rachel Forbes, Executive Director at ed@ldsociety.ca . We encourage early applications; applications will be considered as received.**

Only shortlisted candidates will be contacted. Thank you for your interest. We look forward to hearing from you.