

Are you looking for a meaningful, flexible, yet stable position to grow your accounting career? This is it - apply today!

TPD is an industry leader in connecting employers and employees! We are currently looking for a part-time (25 hours/week) **Accountant/Controller** to join an innovative non-profit organization. The successful candidate will be an integral member of the organization responsible for managing the day-to-day accounting and finance requirements of the non-profit.

Our client, the **Work Wellness Institute**, has the mission to create productive workplaces by turning research into practice. They provide individuals and organizations with the education and tools they need to develop safe, healthy and inclusive workplaces for all. Through public educational resources such as webinars, e-courses, and training programs, WWI leads evidence-informed change through collaborative work with partners across academia, industry, government and community.

WHAT YOU'LL BE DOING:

The successful candidate will work closely with (and report to) WWI's CEO. The Controller will be a hands-on, participative team member, also helping to support areas of budgeting, planning, human resources and administration. Flexibility and a broad skillset will be required, but your main tasks and responsibilities are to:

- Manage the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
- Develop quarterly, annual, and long-term financial plans and forecasts
- Develop and track key operating and financial metrics
- Assist in the development of grant applications and reports
- Manage all aspects of the corporate and accounting operations including the review of journal entries, payroll, accounts payable, accounts receivable and statutory reporting
- Create, modify or amend policy, procedures and accounting controls required for daily operations
- Proactively advise and support management regarding financial decisions and provide regular status updates
- Prepare and file GST/PST and WCB remittances; comply with local, provincial, and federal government reporting requirements and tax filings
- Prepare monthly variance analysis for P&L items and for all balance sheet items
- Maintain a documented system of accounting policies and procedures
- Maintain key relationships with banks and lenders; coordinate with external accountants and auditors as required
- Manage risks and their impacts; create awareness of risks with both internal and external stakeholders

- Analyze costs, pricing, variable contributions, sales results, and the organization's actual performance and recommend strategies to keep the organization on track

WHAT YOU BRING TO THE TABLE:

- At least 3 years of financial and operations management experience
- Bachelor's Degree in Business or Commerce with the concentration of Finance and Accounting is required
- CPA designation is preferred
- Expertise in accounting and financial principles
- In-depth knowledge of financial reporting, ideally within the non-profit sector
- Excellent interpersonal and communication skills
- Ability to work independently
- Adaptive and flexible with the right attitude
- Problem solver, solution oriented and analytical

WHAT YOU RECEIVE IN RETURN:

- Competitive compensation
- A part-time schedule (25 hours/week) with the ability to work flexible hours and maintain work/life balance
- Inclusive office culture and environment reinforcing work wellness
- Supportive leadership team
- Remote work enabled - provided with all the tools to work from home/remotely or from the Vancouver office

If you are looking for a company that is growing, eager to help their employees, and that you can take pride in, look no further! Interviews are happening right away (flexible interview times available), so secure your spot with us today!

We are an Equal Employment Opportunity employer that values the strength diversity brings to the workplace. All qualified applicants, regardless of race, color, religion, gender, sexual orientation, marital status, gender identity or expression, national origin, genetics, age, disability status, protected veteran status, or any other characteristic protected by applicable law, are strongly encouraged to apply.

We look forward to working with you!