

Catalyst Community Developments Society is a not-for-profit developer with over 600 affordable rental homes and 60,000 sq. ft. of community program space currently in various stages of development across BC. We are a group of passionate, hard-working, dedicated people. We work hard, enjoy what we do, and believe strongly in our mission.

We are currently seeking a **Controller** to join our team. The successful candidate will be a natural collaborator who takes satisfaction in creating and maintaining strong financial controls, has an unflappable demeanor, excellent strength of character, and a dedication to “getting it right”. The Controller will have primary day-to-day responsibility for planning, implementing, managing, and controlling all finance and accounting-related activities with the support of an Accountant. Initially reporting to the VP Operations & Strategic Initiatives, your job tasks would include:

RESPONSIBILITIES:

- All aspects of corporate accounting and financial management including invoicing, bank, Visa, and expense reconciliations, loan schedules, forecasting and budgeting, monthly reports for several Joint Ventures and other accounts, monthly project cost controls, GST filings. Please note that we are currently implementing Beanworks for our AP processing.
- Prepare monthly reporting package, including comparative reports of GAAP operating results and financial position and variance explanations, and cash flows for multiple entities.
- Assist external Accountants with preparation of year-end Notice to Reader financial statements. Ensure systems and methods are in consideration of a move towards audited statements.
- Correspond with CRA, our financial institutions, and external resources as needed.
- Assist the CFO with quarterly reports to the Finance Committee.
- Review and approve draw requests.
- Special projects as required.

Qualities

- Responsive and analytical by nature, with a strong aptitude for finance/numbers.
- Extremely curious, with a solutions-oriented approach to problems and the ability to focus on the details while keeping an eye on the bigger picture.
- Thrives in an autonomous work environment and has the foresight to bring others in as needed.
- Enjoys staying organized, developing and maintaining systems, being methodical.
- An excellent collaborator with strong communication and interpersonal skills.
- Able to build and maintain strong relationships with a variety of internal and external stakeholders.
- Meticulous attention to detail and a strong commitment to accuracy.
- Flexibility and the ability to thrive in a fast-paced environment.

Qualifications/Experience

- Work experience that demonstrates the above qualities and skills, with a minimum of four years’ directly relevant work experience in the real estate development/construction fields. Controller or equivalent experience would be highly desirable.
- Not for profit accounting experience and an auditing background would be ideal.
- Intermediate to Advanced Excel and Quickbooks (Desktop Pro version) skills.
- CPA designation.

If you think you’d be a good fit for us and for this role, please send your resume in pdf format to nicole@catalystcommdev.org with “Catalyst – Controller” in the subject line. We look forward to hearing from you. This is a full-time position located in Vancouver, BC. This posting will remain open until filled.