Controller. Finance
Exciting Opportunity for an Extraordinary Controller
Full-Time Continuing Contract

At Crofton House School, we inspire girls to discover and pursue their personal excellence from the first day of Junior Kindergarten to Grade 12 and beyond.

Bound by our belief in the power of all-girls education, Crofton House School fosters a strong sense of community among educators, staff, students and families. Here, everyone can contribute to the strength of our learning environment – including you.

Crofton House School is currently seeking a Controller to join the Finance department.

As a Controller at Crofton House School you are a resourceful, self-starter with exceptional analytical and problem solving skills, adept at planning and implementing process and system improvements that improve efficiency and control. You have extensive experience with financial statement reporting and analysis.

Responsibilities:

- Prepare monthly and annual internal financial statements and various reports and review with Director, Finance
- Ensure timely and accurate financials with budget variance analysis
- Provide financial analysis where required
- Manage annual budgeting process and forecasts
- Manage prepaids, monthly accruals, recurring J/E’s, deferred revenue recognition
- Oversee cash and debt management, including bank reconciliations
- Develop and design ad hoc financial reports
- Manage the audit process, including preparing and coordinating the annual audit working papers, and reviewing audit working papers prepared by staff
- Prepare various government filings as required such as GST and PST Returns, Charities Return, etc.
- Maintain chart of accounts
- Attend Finance and Audit Committee meetings and record minutes
- Supervise and provide direction and coaching to 4-5 accounting staff
- Assist Director, Finance where required
- Manage all aspects of the Finance Department, including maintenance of accounting software
- Assist with development, implementation and maintenance of internal controls, policies and procedures
- Oversee student enrolment reconciliation between billing and student database
- Manage the annual Eligible Student Enrolment Audit process, including preparing working papers, coordinating the gather of information and statistics from various departments
- Other duties assigned as required

Qualifications, Knowledge, Experience:

- CPA professional accounting designation
- Proficiency in accounting software: Sage 300, Excel and Word
• Strong analytical skills with attention to detail and accuracy
• Extensive experience with financial statement reporting (not-for-profit and/or educational institutional sector an asset)
• A commitment to continued professional development and growth
• Ability to use sound judgement, tact and discretion in dealing with sensitive or confidential issues
• Ability to clearly communicate complex information using plain and relatable language
• Organised with ability to handle multiple projects, tight deadlines and shifting priorities
• No less than 5 years experience in a controller or equivalent position
• Team player with prior experience managing accounting staff

Employment and Application Details:

Position is scheduled to start April 19, 2022.

Please note that applicants must be able to legally work in Canada and will be subject to a criminal record check through the Ministry of Public Safety.

Employees of Crofton House School receive competitive compensation, including participation in Crofton House Pension Plan (RRSP), and generous support for professional, educational and leadership development. Please note that applicants must be able to legally work in Canada.

Apply online at www.croftonhouse.ca/careers. We will review applications as soon as they are received. Qualified applicants are encouraged to apply as soon as possible. Posting is ongoing until filled. Please submit a cover letter, resume with your application.

We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from junior kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents, and enthusiastic students. Collaborative, student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers