



Position title: Assistant Controller
Posting Date: February 17, 2015
Closing Date: April 17, 2015 or upon successful selection of a suitable, qualified candidate
Location: Vancouver BC
Business Sector: Non-profit and for –profit property management
Posted for: Designated or post-secondary students
Career level: Senior (non-supervisory level)

Ecotrust Canada is a federally-registered charity focused on designing economic alternatives that benefit people in the places they call home. We are a non-profit that has several for-profit subsidiaries. We are looking for an accountant with working knowledge in both charitable and for-profit structures, and experience working in multiple accounting tasks in a complex project/program-based environment. If you are looking for a role that allows you to combine your financial acumen with your passion for people and planet in a fast-paced operating environment, this may be the role for you. For more information, please see www.ecotrust.ca.

Duties and responsibilities includes but not limited to:

- Processes and manages accounts payables, receivables and credit card payments
- Prepares invoices, statement of accounts and billings
- Reconciles accounts and assists in the month-end close including preparation of working papers
- Assists in managing the rolling budget and ensure program/project managers are on-track
- Prepares financial reports required by program/project managers and donors
- Provides financial advice to program/project managers and management
- Calculates and advises the amount of work-in-progress and revenue to be recognized monthly
- Assists in preparation of Consolidated Cash Report
- Manages the time-tracking system
- Monitors employees' lieu, vacation and sick time
- Assists in payroll processing
- Prepares variance reports
- Bookkeeps for two subsidiaries
- Assists in preparation of audit working papers
- Prepares and files GST, PST and WCB returns
- Calculates common area maintenance costs (CAMs) for a commercial property and invoicing the tenants on an annual basis



- Processes the charge-backs of specific costs to tenants as per the Property Manager's instructions
- Monitors petty cash management

Skills and Experience:

- CPA designation or close to completion
- Proven ability to perform assigned functions with diligence and attention to details
- Ability to work effectively with all levels of staff and build strong internal relationships
- Good organizational skills
- Intermediate Excel skills including vlook-up, pivot tables
- Ability to meet deadlines and be a team player
- Must have financial analysis skills and provide different and creative alternatives to address a given situation
- Must have excellent written and oral skills
- Must be able to work independently and easily adaptable to changing work environment
- Must have experience working in program or project-based environment

Preferred:

- Experience with migration of financial software
- Work experience in both for-profit and non-profit sector

To Apply

Please forward your cover letter, resume and salary expectation (range) no later than April 17, 2015.

Email to the address as follows:

lianne@ecotrust.ca

We thank all the applicants for their interest, however, please note that only qualified candidates selected will be contacted to undergo the written test and interview.