Overview of Position

The Controller is a senior member of the finance team and is responsible for all areas relating to general accounting & financial reporting, participates in safeguarding of Archdiocesan assets and is accountable for payroll administration. This function also provides support to the Director of Finance, the Archdiocesan Curia, and provides information and support to parishes and schools.

This position is also responsible for developing and maintaining accounting policies, practices and procedures to ensure accurate and timely financial statements, year-end audit preparation and the support of budget and forecast activities.

The Controller is a key driver of the continued transformation of the accounting operations for the Archdiocese, supporting the implementation of technology to streamline financial processes and drive efficiencies.

The Controller supervises the finance and accounting staff and is responsible for managing the team to ensure that work is appropriately allocated and completed in a timely and accurate manner.

Key Responsibilities include:

- Overseeing the Archdiocesan internal controls framework and monitoring all funds;
- Supporting and collaborating with the Director regarding the sale or leasing of Archdiocesan properties;
- Providing support to all aspects of the treasury function including cash management and forecasting;
- Evaluating accounting and finance processes and leading process improvement projects, utilizing available technology and tools to implement best practices.
- Overseeing the preparation and communication of key financial reports;
- Overseeing of the short and long-term budgetary planning and cost management function;
- Management of Archdiocesan and Parish Insurance Program;
- Preparation of investment distribution on funds held on deposit at the Archdiocese;
- Calculation of annual parish assessments;
- Preparation of Archdiocesan Annual Report and Consolidated Parish Report;
- Overseeing the finances of St. Joseph’s Residence;
- Coordinating and monitoring budgets, financial plans and forecasts;
- Providing support to parishes on financial best practices;
Desired Skills and Experience

- Minimum 3-5 years’ experience in a senior finance role;
- CPA designation;
- Strong understanding of leading standards for business practices and internal controls over financial reporting and operations;
- Strong Excel and Word skills;
- Ability to work collaboratively with key stakeholder groups;
- Excellent communication and interpersonal skills;
- Proven leadership and supervisory skills;
- Experience with Quickbooks Desktop or Online (Enterprise) and Payworks;
- Understanding of, and commitment to, the mission of the Catholic Church.

Working Environment

- This is a full-time position, some evening / weekend work may be required from time to time to meet the needs of the office;
- Excellent benefits package including pension plan.

Deadline to apply – March 17, 2020

Please submit a résumé and cover letter with “Controller” in the subject line to:

Human Resources Office
Roman Catholic Archdiocese of Vancouver
Email: humanresources@rcav.org
Website: www.rcav.org/employment

Thank you for your interest; only shortlisted candidates will be contacted.