

CONTROLLER & OPERATIONS MANAGER

Title: Controller & Operations Manager – New position

Job Reports to: Executive Director

Category: Permanent, part-time (20-30hrs per week)

Remuneration: \$35-43 per hour

Benefits: 50% employer paid extended health benefits

Remuneration: Competitive Salary

International Travel: Opportunities to visit DWC international project sites on volunteer trips

Paid Time Off: 3 weeks' vacation and statutory holidays

Location: This position is based in DWC's office in Kamloops, BC. It is not a remote role.

Developing World Connections is an international development charity. Its mandate is to address issues of poverty and social justice throughout Africa, Asia and Latin America. This work is carried out by sending volunteer teams and implementing long-term, donor-funded projects directly with its in-country partners.

Developing World Connections is committed to a positive and collaborative work environment where all employees are appreciated for who they are and what they contribute. Here's a peek at the great things you'll be doing.

Position Summary:

The Controller & Operations Manager oversees all aspects of accounting and plays a strategic role in the leadership of the organization at every level, through forecasting, budgeting, creating and overseeing procedures and policies and supporting growth.

Your daily activities will encompass a wide array of responsibilities, from overseeing finance and office logistics to facilitating HR functions. You'll be at the heart of our organization, helping to ensure that everything runs efficiently and effectively. Developing and implementing procedures will be key to the role.

The Controller & Operations Manager will report to the Executive Director and collaborate closely with managers and departments across the organization.

We are looking for an individual with a breadth of knowledge gained over a career that would relish the opportunity to make a lasting impact in a small and thriving charity.

Controller - Duties and Responsibilities:

- Oversee day-to-day accounting, including AP/AR, payroll, cash flow management, remittances, foreign currencies, budgeting and general ledger maintenance,
- Support and oversee month-end reconciliations and closing procedures to prepare accurate monthly financial reporting on a timely basis,
- Maintain policies and procedures and a system of internal controls,
- Perform budgeting and cash forecasting, management of expenses and reporting,
- Supervise two accounting staff,
- Work with leadership to ensure financial directives are followed,
- Work with managers to budget, track expenses, monitor performance and provide recommendations for improvement,
- Comply with local, provincial, and federal government reporting and charitable tax filings,
- Spearhead our annual external audit and ensure annual charity returns are accurately filed,
- Assist with and resolve accounting and procedural issues as required.

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Operations Manager - Duties and Responsibilities:

- Develop and implement systems for setting employee performance targets and conducting performance reviews,
- Support recruitment efforts as well as develop and implement systems for employee onboarding,
- Assist with team building, strategic planning and engagement activities,
- Develop and lead policies and procedures within the organization,
- Run and/or help to organize meetings (weekly staff meetings, crisis management meetings, board meetings, etc.),
- Manage employee benefits, leave requests, employment contracts and time tracking,
- Help to ensure continuity between staff transitions by ensuring manuals and cross training plans are in place,
- Oversees general office duties such as facilities, insurance, inventory, supplies and maintenance,
- Stay updated on relevant regulations and industry best practices.
- Chair or co-chair committees such as health and safety and crisis management as well as facilitating meetings

Qualifications:

- Must be proficient in Sage, Office 365; advanced skills in Excel (V-Lookup, pivot tables, etc.),
- A systems and process-thinker. Must be able to design and implement policies and procedures to achieve the strategic goals of the organization,
- Must be up to date with current technology and trends,
- Excellent written and verbal communication.

The Perks:

- Competitive salary depending on experience,
- International travel opportunities after first year,
- Flexibility,
- Extended health & dental,
- Paid parking, paid lunch breaks (office is located in downtown Kamloops)
- 3-weeks holiday and additional paid days off throughout the year, such as birthdays.

Qualified applicants, please send your resume and cover letter to joshua@developingworldconnections.org. Reference **Controller & Operations Manager** in your subject line, and include three professional references.

Applications to be directed to:



joshua@developingworldconnections.org

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Only short-listed candidates will be contacted. This position will remain open until a suitable candidate has been found.

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