



CONTROLLER (CONTRACT)

Quest Outreach Society, 2020 Dundas Street, East Vancouver

Quest Outreach Society is seeking a new Controller to support its Senior Leadership Team. This role is accountable to the Executive Director and responsible for maintaining the society's financial reporting while ensuring compliance with industry standards, regulatory requirements and non-profit best practices. The Quest Controller is a critical member of the organization supporting, among other things, the annual budget development process and full organizational audit. This is the ideal role for an individual who seeks flexibility in their work hours (including where they work from) and wants to be part of a collaborative senior leadership team for an organization working to tackle food insecurity.

About You: You are an experienced financial professional with a strong background in non-profit financial management, ready to bring your expertise to a mission-driven organization. You are detail-oriented with a strategic mind, always looking for better ways of working and building efficiencies in and across teams. You take ownership of managing budgets, ensuring accurate and timely financial reporting and implementing sound financial practices. Your talent for providing clear and actionable financial insights will empower Quest's senior leadership team to make informed decisions, ensuring every resource is used effectively to create the greatest impact. You understand the importance of aligning financial strategies with Quest's goals and thrive in a role where your expertise directly supports meaningful change. And, ultimately, you will sleep well at night knowing you've worked hard to help make our communities more food secure.

About Quest: Quest Outreach Society exists to disrupt cycles of food insecurity through access to healthy and affordable food. By bridging the gap between food banks and grocery stores, Quest provides a shopping experience for those in need based on principles of dignity, access and sustainability.

Quest Outreach Society

2020 Dundas Street

Vancouver, BC, V5L 1J4

questoutreach.org

(604) 602-0186



Duties & Responsibilities: Reporting to Quest's Executive Director and working very closely with Quest's Manager of Administration and Financial Services, your responsibilities include:

- Develop, analyze and present financial reports in an accurate and timely manner on a monthly, quarterly and annual basis; collaborate with Quest's senior leadership team to track, translate and communicate financials.
- Coordinate and lead the annual audit process, including liaising with external auditors and Quest senior leadership team, pre-audit preparation, preparing audit working papers and implementing process improvements as identified.
- Prepare and file Society tax returns as needed to comply with government regulations and timelines.
- Maintain and build financial and key performance indicator dashboards for Quest's senior leadership team and Board of Directors.
- In concert with the Executive Director, lead annual budgeting and planning processes; administer and review all financial plans and budgets; monitor progress and changes and keep the senior leadership team in-the-know with the organization's financial status including managing organizational cash flow.
- Leverage better software and technology solutions for an efficient contracts management and financial management/reporting system; ensure that the contract billing and accounts payable/receivable schedule is adhered to, and that financial data and cash flow are steady and support operations.
- Recommend updates for all necessary business policies and accounting practices.
- In concert with Quest's Manager of Administration and Client services, work to improve the finance department's overall policies and procedures.
- Participate in accounting meetings as needed to discuss improvements, finances and provide support to Quest Bookkeeper and Senior leadership team.
- Support the Executive Director to effectively communicate and present critical financial matters to the board and other stakeholders.
- Support with bookkeeper tasks as needed during their absences and vacation.
- Develop, support, lead and/or execute other special projects as they arise.

Required Skills & Experience:

- CPA designation with a minimum of 3 years of experience in a comparable role.
- Familiarity with Not-for-Profit accounting standards.
- Strong understanding of CRA regulations for maintaining charitable status.
- Experience with SAGE.
- Advanced proficiency in Microsoft Excel and Power BI for data analysis and reporting.
- Exceptional organizational and communication skills.
- Ability to handle sensitive information with discretion and uphold the highest ethical standards.

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QUEST

non-profit grocery markets

- Adept at simplifying complex financial concepts for effective communication with the Executive Director and senior leadership.
- A passion and/or familiarity with issues related to food security, food justice and food economies.

Compensation & Commitment: This is a part-time contract position with an hourly wage of \$65 (dependent on prior controller experience). This role is 40 hours per month and allows you to work primarily from a virtual office, connecting seamlessly with colleagues over Microsoft Teams. For those who enjoy occasional in-person collaboration, our 2020 Dundas Street Head Office location in East Vancouver is always an option.

There is the possibility of increased hours during audit and budget periods. As an independent contractor (non-staff position), you will be responsible for tracking your work hours, invoicing for your services, and managing your own tax obligations.

Application Deadline: January 13, 2025

Proposed Start Date: February 2025

How To Apply: Please include the following in an email with the subjecting heading: "Quest Controller" to Quest's Manager of Human Resources, Diana Pemberton, at hr@questoutreach.org

- Your resume
- Cover letter

We recognize the importance of a diverse workforce and encourage applications from Indigenous people, women, LGBTQIA+ people, people of colour, people with disabilities, and people who identify as neurodiverse.

If there are any accommodations we can provide to make our hiring process more accessible, or if you have ideas for improving our hiring process, please reach out to us directly. We'd be happy to do our best to set you up for success.

After You Apply: We appreciate the time, consideration and effort of all applicants. Only individuals selected for an interview will be contacted. Qualified candidates who submit their application ahead of the deadline may be contacted sooner for an initial interview.

Thank you for your interest in working with Quest!

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