



**In Partnership With...**

**Position Title: Controller**  
**Position Location: Vancouver, BC**





# About Kiwassa

Kiwassa Neighbourhood House has been deeply rooted in this community for over 70 years, offering programs and services that build belonging and improve quality of life. Our strength lies in our people: staff, volunteers, board, and participants who make Kiwassa special.

We are committed to care, connection, and resilience, especially as we continue to work within unjust systems. Our focus on equity, inclusion, and decolonization means challenging systems of oppression in ourselves, our work, and our community, while centering ways of knowing rooted in justice.

In these difficult times, we know the issues our community faces are complex, intersecting, and historic and we believe that when we come together in the belief that a better world is possible, we are stronger.

At Kiwassa, we welcome the messy, the joyful, the brave, and the sorrowful, and strive to create a space where everyone feels welcome.





# Vision

A thriving community where all people are valued, connected, and secure.

# Mission

To cultivate opportunities with people and partners to build a socially just, resilient, and connected community.







# Values

**We are rooted in our community:**  
we value our relationships with each other and with the land within our commitment to building a better world.

**We are accountable:**  
we follow through on our commitments, take responsibility for our actions, and make decisions that will sustain Kiwassa into the future.

**We take care of each other:**  
our community, including our staff and our participants, and ourselves.



# Strategic Priorities



*Stabilizing*



*Connecting*



*Rooting*

Kiwassa's themes are **non-hierarchical, but deeply interconnected**. The priorities flow into one another in a cycle inspired by the **hydrological cycle** in which clouds feed the rivers and oceans in the form of rain.

The rivers and oceans evaporate to form clouds. Incorporating the wisdom of nature is a component of our commitment to Decolonizing our ways of knowing and learning.



# Stabilizing

*We're strengthening our programs and internal systems so we can stay grounded and grow sustainably.*

## What we're doing:

- Evaluating and improving the impact of all programs
- Strengthening our financial health with new fundraising plans
- Investing in the House's maintenance and future upgrades





# Connecting

*We're building stronger relationships with throughout the organization, including our community and the land we're on.*

## What we're doing:

- Enhancing communications and storytelling
- Uplifting community voices and leadership
- Strengthening partnerships and community outreach





# Rooting

*We're focusing inward to support our staff and align our work with equity, climate justice, and Decolonization.*

## What we're doing:

- Creating a roadmap for Decolonization and equity
- Supporting staff wellbeing, growth, and leadership
- Improving board governance and accountability practices



# Key Areas of Responsibility

## Accounting and Financial Operations

- Oversee the day-to-day financial operations including accounts payable, accounts receivable, payroll, and general ledger maintenance.
- Establish leading practices for internal controls and financial procedures, ensuring alignment with organizational goals. Coordinate and implement year-end regulatory compliance processes.
- Support the management of contract and insurance agreements to ensure compliance and risk mitigation.
- Oversee external audits and liaise with auditors.

## Budgeting, Financial Planning, and Reporting

- Support the preparation, monitoring, and reporting of the annual budget, including cashflow projections, and analyzing and reporting variances.
- Collaborate with program managers to create program-specific budgets, prepare financial reports for grant applications, and track spending to ensure compliance with funder guidelines.
- Develop systems, processes, and policies that aid in accurate financial reporting.
- Provide timely and accurate financial reports and analysis, including for restricted and unrestricted funds.
- Manage finance files and records.





# People Development

- Provide leadership, support, and coaching to the accounting team to ensure program outcomes are developed, implemented, and achieved.
- Help deepen staff, organizational, and community engagement that advances racial, economic, and gender equity through the ways we work, and how we work.
- Support the recruitment, hiring, and orientation of new staff.
- Create opportunities that support professional learning, growth, and wellness of individuals and teams.

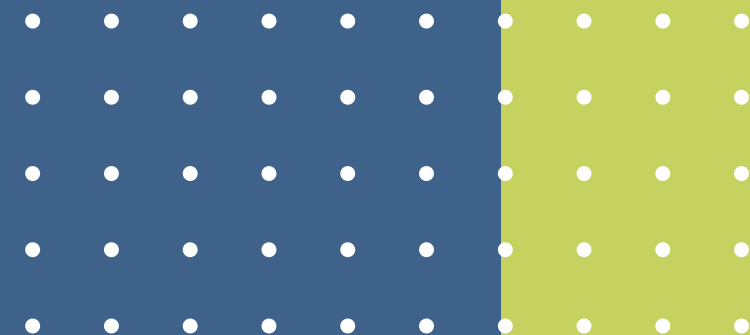
# Leadership

- Actively model approaches of collaborative leadership that reflect a philosophy of “leader as learner” and embraces intersectional and decolonizing approaches.
- Support staff-led committees to enhance Kiwassa’s programs and culture.
- Contribute to the development and implementation of Kiwassa’s strategic framework and support all staff in collectively realizing a shared organizational vision.
- Promote a diverse, equitable, and inclusive working culture for staff and volunteers that reflects the organization’s values and supports a sense of belonging.



# Qualifications & Experience

- At least 5 years of progressive financial management experience, including at least two years of supervisory experience within the not-for-profit sector or equivalent experience.
- Bachelor's degree in Accounting, Finance, or related field: an equivalent combination of education and experience will be considered.
- A CPA or other relevant designation would be an asset.
- Strong knowledge of non-profit accounting principles and practices, including fund accounting and grant management, is preferred.
- Experience managing audits, tax filings, and financial operations.
- Familiarity with Sage 300, ADP Workforce Now, Excel, and other finance software applications.
- Demonstrated experience coaching, mentoring, and supporting the development of employees.
- Excellent communication and interpersonal skills, with the ability to convey complex financial information to non-financial stakeholders.
- Ability to think strategically, to plan, organize, and execute effectively.





**To apply for this opportunity, please email your resume, cover letter, and total remuneration expectations to:**

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Our client portfolio ranges from Public Sector, NPO, and the Private Sector.

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