



Term Position Opportunity **COMPTROLLER**

Q'wemtsín Health Society is looking for a detail-oriented **Comptroller** to maintain and strengthen our internal controls for our non-profit health organization. The Comptroller will ensure quality and accuracy of financial transactions and reporting, develop our financial well-being, and provide senior management with strategic financial input.

Term:

This is a 6-month term position working 7-10 hours per month.

Responsibilities:

- Overseeing all accounting processes within the organization
- Ensuring accurate timely financial statements and assistance in financial reporting to the board of directors
- Reviewing the current finance and accounting policies and procedures

Requirements:

- Bachelor's degree in accounting, business or finance
- 5+ years related work experience
- Proficient with Sage Simply Accounting, Microsoft Office Word, Excel and Outlook
- Outstanding knowledge and understanding of applicable laws and regulations
- Excellent verbal and written communication skills

Please forward your cover letter and resume along with three references to:

Q'wemtsín Health Society
Attn: Human Resource Department
130 Chilcotin Road
Kamloops, BC V2H 1G3
E-mail: hr@qwemtsin.org

The deadline for this posting is: Monday, January 27, 2020

We thank you all for your submissions – only those who are short-listed will be contacted.