



## Who We Are

Little Warriors is a national, charitable organization based in Alberta. We are focused on the awareness, prevention and treatment of child sexual abuse. We also advocate on behalf of and with child sexual abuse survivors.

The Little Warriors Be Brave Ranch by Ray LaBonte and Family is a specialized, intensive, trauma-informed and evidence-based treatment centre focused on helping children who have been sexually abused, as well as their families. The Be Brave Ranch program offers a one-year combined onsite and outpatient program designed with significant input from many leading academic and clinical experts. Little Warriors also offers comprehensive online programs through our Be Brave Bridge and adult prevention tools and strategies through our Prevent It! program. Administrative staff have extremely limited exposure to our clinical clients.

At Little Warriors, people are our greatest strength. We operate in a positive, supportive culture underpinned by strong internal values that shape how we interact with each other and our stakeholders. We celebrate our wins.

For more information please visit our website at: <https://littlewarriors.ca/>

## The Opportunity

We are currently seeking a **Part Time Controller**, at 20-30 hours per week, to lead our accounting team. Reporting to the Chief Executive Officer, this exciting, impactful opportunity is ideal for an experienced accounting professional who enjoys a fast-paced, dynamic workflow and being part of a high-performance team.

The successful candidate will be a highly organized, efficient multi-tasker who is comfortable taking initiative as a team leader and creating processes and templates to support Little Warriors' existing operations and two construction projects that are integral to our rapid expansion plans. Our new team member will be a proactive, adaptable and innovative professional who works well with others, is forward thinking, passionate about a job well done and enjoys the daily reward of fulfilling our mission healing children and families in need.

## Responsibilities:

- Oversee all aspects of Little Warriors' accounting functions including elevating systems, processes and reporting to ensure a strong, efficient accounting foundation for the organization as it scales.
- Oversee accounting operations of two direct reports' preparation of journal entries, accounts payable, accounts receivable and statutory reporting
- Reviews, monitors and recommends as needed internal controls to ensure accounting activities are in accordance with established legal regulatory and organizational policy and procedures.



Little Warriors PO Box 3184 Sherwood Park, AB T8H 2T2  
PH 780.922.9010 F 1.888.776.5635 [littlewarriors.ca](https://littlewarriors.ca)  
Charitable # 84568 3168 RR0001

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- Supports the budgeting and forecasting process with operational department leaders and the CEO.
- Collaborates with other departments to provide financial insights and support decision-making processes.
- Oversees month end and year end close processes and annual external audit and ensures timely completion of all required financial reporting.
- Prepares timely month end financial statements for the CEO to review and share with the Little Warriors Board of Directors.
- Conducts regular financial analysis to identify trends, variances, and opportunities for improvement
- Monitors cash flow and manages banking and investment relationships.
- Hire, train, supervise and mentor accounting staff.
- Stays up-to-date with changes in accounting regulations and industry best practices.
- Other related duties as required or assigned.

#### Qualifications:

- Bachelor's degree in Business/Accounting/Finance with advanced degree or professional CPA accounting designation (such as CA, CPA, CGA, CMA).
- Minimum of 3 years experience in a similar role, preferably in a corporate setting.
- Strong knowledge of all aspects of corporate accounting and financial management.
- Demonstrated experience in building systems, processes and strong accounting foundations.
- Proficient in financial management software (e.g., QuickBooks, Excel, MS Office, SAP, etc.)
- Experience with business analytics and financial variance analysis, bridging the gap between the numbers, operations and understanding what it means for the future would be an asset.
- Good project management skills and the ability to work independently and motivate teams to produce quality work within deadlines.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills
- Willingness to take personal accountability, present solutions, lead with passion and care, be collaborative and positive.
- High integrity and ethical standards.

#### Compensation:

A competitive salary and benefits package awaits the successful candidate.



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**Location:**

This role comes with the opportunity for an In Office / Work From Home hybrid dependent on the day to day needs of the accounting and executive staff teams, Board of Directors and special projects of the organization. The Little Warriors office is located east of Ardrossan.

**How to Apply:**

Join our dynamic team and contribute to the success of our organization as **Controller – Part Time (20-30 hours per week)**. Please submit your resume, along with a cover letter detailing your relevant experience to [miranda@littlewarriors.ca](mailto:miranda@littlewarriors.ca)

Little Warriors is committed to an equitable, diverse, and inclusive workforce.

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.



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