

CONTROLLER (PART-TIME)

KELOWNA, BC

\$50,000 - \$87,500

ABOUT THE COMPANY

Based in Kelowna, Lakeshore Vein & Aesthetics Clinic has been helping clients look and feel their best since 2008. The clinic combines advanced medical expertise with a welcoming, spa-like environment to deliver high-quality vein and cosmetic treatments. Lakeshore's accredited physicians and trained staff use leading technology to provide a wide range of services, from varicose vein care and sclerotherapy to laser treatments, injectables, and skin rejuvenation. Each treatment plan is customized to meet the unique needs and goals of every client.

The clinic is known for its commitment to safety, transparency, and client experience. Every patient receives personalized care and clear guidance, ensuring comfort and confidence from consultation through to results.

ABOUT THE ROLE

Reporting to the CFO, the Controller is responsible for maintaining timely and accurate financial records that support the clinic's overall success. This role ensures excellence in bookkeeping and process management, with a focus on improving the quality of financial reporting and profitability by location and service class. The Controller manages and documents key accounting procedures, including day-to-day bookkeeping in QuickBooks Online (QBO), MOA checkout, payments and deposits, daily cash-outs, and month-end processes.

The role requires developing deep expertise in QBO and Accuro as they relate to the clinic's bookkeeping and financial operations. In addition to technical excellence, the Controller contributes to a positive and respectful workplace culture by modeling professionalism, transparency, and accountability. Performance in this role will be measured through financial dashboards, HR surveys, and feedback from the Directors and CFO.

KEY RESPONSIBILITIES

Receivables/Revenue

- Invoicing/Accounts Receivable and Deposits - oversight and review. Spend time with the reception/MOA team in a supervisory role for bookkeeping related duties to increase competence / reduce errors.
- Record receipt of MSP income.
- Review daily cash out.

Payables

- Ensure invoices are properly authorized. Match to receiving documents (if applicable).
- Review coding and posting of invoices.
- Prepare doctor payments.

- Prepare monthly payable run - third week after month-end.
- Reflect direct debit vendor payments in QBO.
- Monthly reconciliation of all key suppliers to the statement.

Inventory

- Update pricing - stocking, cosmetic, medical supplies and treatment inventory.
- Review receiving by MOA team for accuracy and integrity before the month end counts.
- Monthly and annual inventory counts, review with Practice Manager and organize completion with key staff. While part of these duties may be delegated to others (e.g. others to do physical inventory counts), it is up to you to ensure they are trained sufficiently and that there are checks/balances to ensure accuracy/financial integrity.

Payroll

- Ensure scheduled hours are approved in Ceridian Dayforce by Leads.
- Process biweekly payroll (hours & commissions) enter into Ceridian Dayforce/Powerpay and accounting system.
- Track and pay commissions monthly.
- Attend staff meetings.
- Update and maintain payroll records.
- Benefit program management – coordinate with providers re staff departures and additions, ensure payroll records reflect changes.

Government requirements

- Prepare quarterly GST returns.
- Prepare monthly PST returns.
- Prepare annual WCB/EHT returns.
- Prepare tax installments.

MSP Billing

- Ensure billing is submitted accurately and timely.
- Review and investigate refusals, adjusted remittances, resubmit claims and collect.
- Play a key role in reducing MSP write offs and Accounts receivable aging.

General Ledger/Reporting/Month end (encourage weekly reconciliation of bank and Visa's)

- Reconcile bank and other balance sheet accounts.
- Complete month-end – posts journal entries.
- Reconciliation of Visa's

Other

- Maintain a high degree of interest in self-development, displaying this by making suggestions for realistic improvements.
- Facilities support as directed by Practice Manager.
- Efficiency & Effectiveness: improve the quality of information in QBO and EMR Accuro.

- Take a lead role in preparing and running the Finance meeting.
- Prepare reports for Clinic team as per schedule

SKILLS AND QUALIFICATIONS

- Diploma or degree in Accounting, Finance, or a related field; CPA designation or working toward one is an asset.
- 3–5 years of experience in full-cycle accounting or controllership, preferably within a small to mid-sized business or clinic environment.
- Strong proficiency in QuickBooks Online (QBO) and working knowledge of Accuro or similar electronic medical record systems.
- Solid understanding of bookkeeping principles, financial reporting, and general ledger management.
- Experience managing payroll, accounts payable, receivable, and government remittances (GST, PST, WCB, EHT).
- Excellent organizational and analytical skills with strong attention to detail.
- Proven ability to manage multiple priorities, meet deadlines, and maintain accuracy in a fast-paced setting.
- Strong communication and interpersonal skills, with the ability to work collaboratively across departments.
- A proactive, process-driven approach with a commitment to continuous improvement and professional growth.
- Demonstrated ability to foster a respectful, positive, and solutions-oriented work environment.

At Lakeshore Vein & Aesthetics Clinic, you'll be part of a dedicated and caring team that takes pride in delivering exceptional client experiences. If you're a detail-oriented accounting professional who thrives in a collaborative and purpose-driven environment, we'd love to hear from you. Join us in helping our clinic continue to grow and make a meaningful impact in the lives of our clients every day. Please submit your resume to aj.beaudry@mnp.ca