



## JOB POSTING

**Position:** Controller  
**Location:** Hybrid (if in National Capital Region) or Remote  
**Reports to:** Director of Finance and Administration  
**Salary:** \$84,460 to \$95,706, plus an excellent benefits package

### SUMMARY

With more than 60 years' experience delivering impact, CODE is Canada's leading international development agency uniquely focused on advancing literacy and education in some of the world's regions in greatest need. By acting to establish and ignite engaging learning environments through the development and publishing of locally authored and designed children books, training teachers and teacher-librarians, resourcing libraries as well as distributing significant numbers of high quality reading materials, CODE focuses on inspiring young minds to improve their literacy and comprehension with the hope that they become critical thinkers and life-long learners all in working towards nurturing a literate civil society.

### JOB PROFILE

CODE is seeking a self-motivated, hands-on, detail oriented professional. The ideal candidate must be well organized, able to meet deadlines and enjoy the challenges and rewards of working in a small office environment. Reporting to the Director of Finance and Administration, the Controller will maintain the financial accounting, reporting and control framework for the organization, its programs and projects. The Controller will also ensure the timely preparation and delivery of financial information to internal and external stakeholders. Duties will also include review and analysis of financial data, internal controls, financial modeling, budgeting, statutory filings, cash flow analysis and forecasting. As the successful candidate, you must be able to resolve problems, handle conflict and communicate effectively. The Controller is responsible for ensuring that sound administrative and accounting procedures are developed and maintained in the conduct of all Finance operations, which includes working with CODE's implementing partner organizations.

### QUALIFICATIONS/REQUIREMENTS

#### EDUCATION

- A CPA Designation (CA, CGA, or CMA)

## EXPERIENCE

The position requires a minimum of three (3) years experience as a Controller or in a senior accounting position with managerial responsibilities working in an active, dynamic environment.

Relevant experience would include the following:

- Experience working with federally funded (CIDA/DFATD/GAC) projects is a strong asset.
- Experience working in charitable, not-for-profit sector.
- Experience in project accounting an asset.
- Experience in evaluating and /or implementing new processes or technology would also be considered an asset.
- Demonstrated experience and/or understanding of non-profit organizations and/or smaller organizations (of less than 100 employees).
- International development experience would be preferred.
- Prior responsibility for full-cycle accounting and finance functions including payroll, financial reporting and analysis.

## ESSENTIAL REQUIREMENTS

- Willingness and ability to provide effective financial monitoring, training and support to office colleagues and individuals from partner organizations.
- Strong communication skills; ability to independently prepare correspondence or instructions for internal or external dissemination.
- Willingness and ability to travel internationally.
- Ability to maintain effective working relationships with individuals in the course of work.
- Ability to use initiative and independent judgement in making sound decisions and in developing solutions.
- Must be legally entitled to work in Canada on an unrestricted basis.

## QUALIFICATIONS AND SKILLS REQUIRED

- Detail orientated with strong analytical, organization and problem solving skills.
- Ability to prioritize and manage time efficiently.
- Propensity to adapt well to change.
- Excellent interpersonal skills.
- Strong communication skills both written and oral.
- Bilingualism (French/English) is an asset. Proficiency in other languages would be an asset, but is not a requirement.
- Knowledge of not-for-profit accounting standards and charity legislation.
- Excellent knowledge of all aspects of accounting; principals, practices and controls.
- Advanced knowledge of all aspects of financial analysis, accounting and financial reporting.
- Intermediate to advanced experience in MS Office Suite, particularly Excel.

- Capacity to work effectively both independently and within a team environment.
- Self-motivated and results-oriented, with drive and initiative.

**Applications will be reviewed on a rolling basis.**

Interested applicants should forward a cover letter and resume, including salary expectations to <https://codecan.applicantstack.com/x/detail/a2h8bz7uhvub>

No emails or phone calls please. We thank all candidates in advance. However, only those selected for an interview will be contacted.

CODE is an equal opportunity employer. Candidates should be legally entitled to work in Canada. For more information about CODE, visit [www.code.ngo](http://www.code.ngo).