

**Position:** Controller  
**Location:** Remote with Hybrid Option (Ottawa)  
**Term:** Immediate —October 31, 2026 (Full Time)  
**Salary Range:** \$95,000 —\$115,000

### Summary

CODE is seeking a highly organized and detail-oriented finance professional to join our team as Controller. Reporting to the Chief Financial Officer, this role is responsible for maintaining the financial accounting, reporting, and control framework for the organization while ensuring the timely delivery of accurate financial information to internal and external stakeholders.

This is an exciting opportunity for someone who enjoys balancing strategic financial oversight with hands-on accounting responsibilities. The successful candidate will oversee financial reporting, budgeting, forecasting, cash flow management, audit preparation, regulatory compliance, and financial controls while supporting CODE's mission to advance literacy and education around the world.

### Experience

This position requires a minimum of five years of progressive accounting and financial management experience, ideally within the not-for-profit sector.

Relevant experience includes:

- Managing full-cycle accounting functions including accounts payable, accounts receivable, general ledger maintenance, reconciliations, and financial reporting.
- Leading month-end and year-end close processes.
- Preparing budgets, forecasts, cash flow analyses, and financial models.
- Supporting annual external audits and preparing audit working papers.
- Preparing and filing statutory and regulatory reports, including HST, payroll remittances, and charitable organization reporting requirements.
- Developing and maintaining financial controls, policies, and procedures.
- Working collaboratively with operational teams to support financial planning and decision-making.
- Experience supporting donor-funded projects, grants, contribution agreements, or international development programs is considered an asset.

## WHAT YOU OFFER

You are a proactive finance professional who combines strong technical accounting knowledge with excellent organizational and communication skills. You enjoy working in a collaborative environment and can manage competing priorities while maintaining a high level of accuracy.

Required qualifications include:

- Professional accounting designation (CPA) or actively working toward designation.
- Strong knowledge of accounting principles and financial reporting standards.
- Excellent analytical, problem-solving, and critical-thinking skills.
- Exceptional attention to detail and commitment to accuracy.
- Ability to prioritize and manage multiple deadlines in a fast-paced environment.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Advanced proficiency with accounting software and Microsoft Excel.
- Experience working in a remote or hybrid environment.
- Bilingualism (French and English) is considered an asset.

### CODE's Culture and Expectations

- Commitment to CODE's values, vision and direction.
- Contribution to the continued promotion, maintenance, and ongoing development of a healthy workplace culture.
- Modeling of healthy leadership characteristics including work-life balance.
- Commitment to being accountable, detailed-oriented, strategic, and technology-curious
- Ability to work productively in a hybrid or remote environment

We are committed to diversity, equity and inclusion. We strongly encourage applications from and prioritize hiring people with diverse backgrounds and experiences, including Indigenous people, racialized people, people with disabilities, and 2SLGBTQIA+ individuals. We encourage, though we do not require, applicants of these identities to indicate this in their cover letter. Should you need any accommodation during the recruitment process, please let us know.

*We thank all applicants for their interest in this employment opportunity. Please note however that, due to the volume of resumes received, only those applicants selected for further consideration will be contacted.*

**Deadline for applications:** Interested candidates are invited to forward their resume and cover letter to <https://codengo.bamboohr.com/careers/32>

*Applications will be reviewed, and interviews will be conducted on a rolling basis.*