

Job Advertisement: Controller
Permanent Full-Time Position
Work Location: Fredericton or Saint John, New Brunswick
(Hybrid work environment: required in-office two-three days per week)

Application Deadline: April 28, 2025

United Way Maritimes — with teams located in and serving the regions of Central New Brunswick, Colchester & Cumberland Counties, Halifax, Lunenburg County, Pictou County, Prince Edward Island, and Saint John, Kings & Charlotte — is a for-impact organization that brings donors, volunteers, and partners together to create lasting social change. We believe everyone matters and deserves to belong, be safe, and live a life of their choosing. To help, United Way Maritimes alleviates and reduces local poverty by funding, partnering, convening, and advocating for solutions. United Way Maritimes is part of a federated movement of 60+ United Ways across the country.

The staff at United Way Maritimes takes pride in bringing together people who have a range of experience, talents, and backgrounds. We share a passion for each of the places we call home and bring many different skills and strengths to the work we do. Our community and social change priorities include poverty, social isolation, affordable housing, people experiencing marginalization and vulnerability, and recovery and resilience to environmental, mass casualty and public health emergencies. We provide a supportive and flexible work environment filled with opportunity, balance, and laughter.

Reporting to the Chief Finance & Technology Officer, the Controller serves a critical role in the organization. They lead financial planning and analysis, ensure strong financial management, provide audit management, and drive continuous process and system improvement. This is an exciting opportunity to contribute to a newly formed organization and elevate the financial acumen of the full team.

The key responsibilities of the role include:

- Financial Planning & Analysis – monitor and analyze financial performance and provide insights and recommendations to senior management to support strategic decision-making.
- Financial Management & Oversight – prepare accurate and timely financial reports, manage accounts payable, accounts receivable, and general ledger; ensure all financial transactions are recorded in an accurate and timely manner; manage monthly, quarterly, and year-end closing processes; and maintain strong internal controls.
- Audit Management – serve as the lead coordinator of the annual audit process and work closely with internal and external parties to prepare for and ensure accurate and timely completion of the audit.
- Process Improvement & Innovation – drive continuous improvement to financial processes, policies, and software utilization across the organization.
- People Management – manage and support the growth and development of finance team staff.

Our ideal candidate is a highly skilled communicator with ability and interest in translating financial concepts and processes to various internal and external audiences with minimal direction and support. They are service delivery-oriented and bring exceptional organizational

and priority management skills to the team. This individual has a demonstrated ability to adapt to changing environments, and champions new and innovative solutions. They are well-aligned with our organization values and believe in mission and focus of United Way.

Additional Qualifications:

- Bachelor's degree in accounting, finance, or related field; CPA designation or candidate required.
- 5+ years of professional experience in a financial management role, especially in full cycle accounting, FP&A.
- Proficiency with Microsoft suite, especially MS Excel, and familiarity with accounting and database software. Proficiency with Business Central considered an asset.
- Strong leadership, communication, and interpersonal skills, with the ability to effectively collaborate with cross-functional teams.
- Experience in managing a team remotely considered an asset.
- Some regional travel may be required.

United Way Maritimes is committed to a comprehensive compensation package including salary, group retirement savings plan contribution, health and dental benefits, generous vacation time, and professional development and training. The salary range for this position starts at \$76,000 per year. If you have questions about the role or compensation package, please contact Lucy Lanni at jobs@unitedwaymaritimes.ca or 902-461-3064.

If this sounds like you, let us know by sharing your resume and cover letter outlining why you could be the right fit for United Way Maritimes and this role. Submit your application to jobs@unitedwaymaritimes.ca by April 28th, 2025, at 11:59pm (AST).

United Way Maritimes deeply values equity and is committed to ensuring our staff community reflects the diversity of the wider community. We welcome applications from African Nova Scotian people, people of African descent, Indigenous peoples, racialized people, women, people with disabilities, people of varied sexual and gender identities, and others with the skills and knowledge to productively engage with diverse communities. United Way Maritimes seeks to maintain its commitment to inclusion and equity and recognizes that increasing the diversity of our staff supports this objective.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation should discuss their needs in advance of the assessment.