



## Who We Are

Shorefast was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature. Shorefast operates a social enterprise model where surpluses from business activity flow through the charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including the world-renowned Fogo Island Inn.

## The Opportunity

**Job title:** Controller, Shorefast (charity)

**Key Function(s):** Leadership, financial reporting, and compliance

**Education/Designation:** Bachelor's Degree and Accounting Designation such as CPA

**Location:** Ottawa, with travel to Fogo Island and elsewhere

Shorefast is hiring a **Controller** to join our service-oriented and professional team working to build resilient, place-based community economies in Canada. Reporting to the CFO, the Controller will have a 'roll up your sleeves' approach to getting the job done and will be responsible for all financial operations of Shorefast and Shorefast US Fund (US sister charity) including budgeting, processing, grants and project funding tracking and reporting, and data integration with fundraising systems. Positioned in **Ottawa**, the Controller will work on Fogo Island, NL on a periodic basis, and be willing to undertake other travel as required.

## What You'll Do

- Responsible for effective function of full accounting cycle, ensuring a timely close of month/quarter/year ends with highest data integrity maintained in records.
- Build and manage implementation of financial systems integration; work alongside fundraising team to ensure data integrity is maintained across platforms and underlying reporting needs are met.
- Ensure accuracy in Canada and US filings compliance, follow up with outside Accounting and legal counsel (as necessitated) to ensure all regulations adhered to and keep organization in good standing
- Lead financial reporting and analysis functions; manage budgeting and forecast processes through to Board approval, working directly with program leads and fundraising team in collaborative approach; prepare month end financial packages; lead review meetings with budget holders identifying wins and potential for improvement; build strong communication channels where financial info is supporting operations; and lead external audit.
- Manage financial support of granting activities; prepare financial forecasts for new capital and operations projects, regularly meet with management and team leads to monitor progress against project budgets; prepare financial support for grant recovery
- Work with CFO to ensure strong communications and direction is provided to Board of Directors and CEO; lead preparation of Board of Directors & Committee packages.
- Contribute to development and ideas behind new economic initiatives.

## Qualifications you'll bring

- A University degree and a recognized Canadian accounting designation such as CPA are required
- 5+ years of Non-profit Accounting leadership with thorough understanding of Fund accounting principles and Canadian accounting standards for not-for-profit organizations (ASNPO)
- Thorough understanding of CRA guidelines for charities, including receipting and preparation of T3010
- Ability to translate financial concepts and effectively collaborate with fundraising colleagues
- Preference for individual with fundraising systems development background
- Experience in using Canada Helps and Salesforce is an asset
- Experience working with Board of Directors, and Board Committees is an asset

## What we offer

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

## To Apply:

Submit a cover letter & resume to [careers@shorefast.org](mailto:careers@shorefast.org), subject line "Shorefast Controller"

Deadline for Applications: **July 22, 2022, or until filled.**

Questions about this position may be directed to: Diane Hodgins, CFO at [careers@shorefast.org](mailto:careers@shorefast.org)

About Us: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [Strange and Familiar: Architecture on Fogo Island \(film\)](#)